RAGTIME™

Integrated Page Processing

Desktop Publishing • Forms Generation
Word Processing • Spreadsheet
Graphics Management

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NOT FOR RESALE

RAGTIME™

Integrated Page Processing

Desktop Publishing • Forms Generation
Word Processing • Spreadsheet
Graphics Management

For the Apple Macintosh

Orange Micro® Inc.

© Orange Micro, Inc., 1986

First Edition

September, 1986

This entire user's guide was created using RAGTIME and printed on an Apple LaserWriter printer.

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The following revisions are updates to the documentation and should be used for reference in conjunction with the appropriate section of the manual where noted.

Registered Ownership

The customer telephone support plan for RAGTIME registered owners has been extended to sixty days unlimited support, in lieu of the ten call plan that is described in the manual (See Page 1.1 -3). You will receive the other items; the back-up copy of the RAGTIME System Disk, the subscription to the *RAGTIME News* and new product information as described in the manual.

RAGTIME System Disk 1.0 (Key Disk)

The Key Disk is referred to a number of times in both the manual and in dialog boxes used in RAGTIME. This term is referring to the RAGTIME System Disk 1.0. The term "Key" disk refers to the copy protection used with RAGTIME that requires you to insert the RAGTIME System Disk 1.0 (the Key Disk) randomly to verify authorized use of the program.

Copying the RAGTIME System Disk

The RAGTIME System Disk 1.0 is **copy protected and therefore cannot be duplicated.** In order to back-up the Sytem Disk, simply initialize a disk and label it RAGTIME Working System Disk. Then **copy only the System folder** from your original RAGTIME Sytem Disk 1.0 to your RAGTIME Working System Disk (Remember: You cannot copy the entire RAGTIME System Disk as it is copy protected.).

When this is completed, use your RAGTIME Working System Disk for normal work and reserve your original RAGTIME System Disk for use only when it is requested during the boot-up of the program.

Please refer to page 1.1 -4, "Preparing the Program for Use" for additional instructions prior to using RAGTIME.

Spreadsheet Options Menu

Several references are made to a spreadsheet **Options menu** in Chapter 4 and Section 7.4 of the manual. This **Options menu** has since been renamed the **Spreadsheet menu** in the software. Therefore wherever the **Options menu** is mentioned, simply use the **Spreadsheet menu** to access the particular function described.

Page Height Limitation, Macintosh 512K

Due to certain system limitations, the page height in any RAGTIME document cannot exceed 59 inches when using the Macintosh 512K. Page sizes exceeding this limitation run the risk of being lost during creation.

Height limitation equivalents are as follows:

59 inches
149 cm
4248 points

Note: This is a limitation of the Macintosh 512K only and does not apply to the Macintosh Plus.

RAGTIME International useage

RAGTIME is currently being shipped with the North American version of the Macintosh System and Finder. For useage in other parts of the world, it is recommended that your local system disk be used during normal operation. The RAGTIME System Disk 1.0 should be reserved for use only when it is requested during the start-up of the program.

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WELCOME

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Welcome

Congratulations on your purchase of RAGTIME, the powerful Integrated Page Processing solution, from Orange Micro, Inc. Integrated Page Processing is accomplished by combining page layout capabilities (including graphics management) with a powerful word processor, capable spreadsheet, and a forms generator.

This User's Guide is designed to maximize your abilities in the area of document creation and design with the use of RAGTIME.

Getting Started with RAGTIME

How to Use this Guide

No matter what level of publishing experience you currently have, the RAGTIME user's guide will help you get professional results in the shortest possible time. With RAGTIME, you have the unique ability to do Integrated Page Processing. This exciting new concept allows you to design a document, develop and input text, add tables and/or spreadsheets, bring in graphics (MacPaint, PICT formatted, or any graphics that can be placed on the clipboard) and then print the document all from within one powerful program.

This manual assumes that you have already read and understand *Macintosh*, the owner's manual for the Macintosh computer. If you haven't already done so, this reading is highly recommended. You will then be familiar with the basic operations of the Macintosh and such terms as mouse, click, double-click, drag, window, clipboard, scrapbook and menus. These terms are used frequently throughout the User's Guide.

Major Areas of the User's Guide

The User's Guide is comprised of three major areas: Welcome, Elements/Functions, and Reference Guide.

Welcome (section 1.0) introduces you to RAGTIME, shows you how to make the necessary working disks, gives samples of what RAGTIME can do, and provides the opportunity to work briefly with a document. "QuickStart: A Ten Minute Tour" is a very basic introduction to such RAGTIME features as text, graphics, spreadsheets and page layout.

This main area of **Elements/Functions** (sections 2.0-6.0) covers all the basic parts of the program and how to use them. Each task is described in a simplified manner accompanied by examples. If you are an advanced user, you may wish to go directly to the Reference Guide for instructions.

The **Reference Guide** (section 7.0) describes in concise terms all features and functions available in RAGTIME.

Where to Begin

If you ...	*Then ...*
are new to Macintosh.	read *Macintosh* (the owner's guide).
want to learn how to manage your RAGTIME diskettes.	see "Preparations" later on in this section.
would like a brief overview of what RAGTIME can do.	see "What is RAGTIME?" (section 1.2) and Quickstart (section 1.3).
are familiar with Macintosh but have never used a page processing program.	begin with the "What is RAGTIME?" and "Quick-Start" sections. Then advance to "RAGTIME Fundamentals".
want to use the word processing or spreadsheet functions.	read over the "RAGTIME Fundamentals" and then go to sections 3 or 4.
are an advanced user, familiar with page processing and other Macintosh programs.	read over the "RAGTIME Fundamentals" and go on to the Reference section.
have a problem not discussed in this manual.	Call your dealer or RAGTIME Technical Support at (714) 779-2784.

Preparations

Registered Ownership

Customer support is very important to Orange Micro, Inc., but we are unable to help you unless you are a registered owner. If you have not already done so, please take a moment to fill out the registration card located in the front of your User's Guide and mail it today. By doing so, you are not only eligible for telephone support (10 free calls), but also a back-up copy of the RAGTIME System disk, a subscription to the RAGTIME News and information concerning upcoming products.

What's in the package?

With RAGTIME, you will receive the RAGTIME User's Guide, a keyboard template, and two disks: one labeled "System" and one labeled "Program."

The **System** disk contains the Macintosh system fonts and desk accessories and is needed for booting up RAGTIME. This disk is also called the Key disk.

The **Program** disk contains the RAGTIME program along with various Samples referred to in the User's Guide.

System Requirements

To run RAGTIME, you must have one of the configurations listed below. By configuration, we mean the hardware set up (memory level, internal drive, external drive, or hard disk). In essence, your Macintosh must have a minimum of 512K RAM and 800K of total disk drive space in order to operate RAGTIME. A two drive system is highly recommended.

System Configurations
512K Mac with an additional 400K external drive
512K Enhanced (800K internal drive)
Macintosh Plus
Either a 512K Mac or Macintosh Plus, with a hard disk

Preparing the Program for Use

Always use copies of the RAGTIME System and Program disks. Do not use the originals for normal operations. Refer to your Macintosh manual for initializing and copy procedures and make a back-up of each disk. Place the original disks in a safe location, then follow the instructions below according to your Macintosh setup:

Two 400K disk drives (one internal/one external): Initialize two disks. Copy the program to one disk and the system to the other disk. One working disk will be loaded in each drive to run RAGTIME.

Single 800K disk drive: Initialize one disk for double-sided use (800K), and copy both the Program and System to this disk. You may now run RAGTIME without continuously exchanging disks.

Hard Disk: For hard disk users, copy the program and system to the hard disk. The program can then be booted from there. If you currently have an operating system on your hard disk, you need only copy the Program disk.

If you do not have a hard disk, label your new disk (or disks) the "working disk." Use only this working disk for normal operations. If a message appears on your screen asking you to insert the "key" disk, refer to the next section on Copy Protection Procedures.

IMPORTANT NOTE: The Key Disk

Since the RAGTIME program is copy protected, the original System disk (also called the "key" disk) will be required at random intervals to verify authorized use of the program. **Do not use the original RAGTIME System disk for normal use.** Store this original disk in a safe location so that it can be accessed when necessary.

Copy Protection Procedures

Since the RAGTIME system is copy protected, the original RAGTIME system disk will be required from time to time to verify authorized use of the program. As you use the working disk, you will receive the following message at random intervals when you first attempt to start the program:

Insert the Key disk.

When this message appears, the original RAGTIME System disk will be required to re-start the program and continue working.

Eject the working disk. Then insert the original RAGTIME System disk (key disk) and the program will finish loading. Once the program has loaded, the original System disk will automatically eject. Store this disk once again in a safe place.

Continue using the "working" disk for normal program starts until the message shown above appears. Upon receipt of your warranty card, Orange Micro will mail you a back-up copy of the System disk for your protection should the other get damaged or lost.

For hard disk users, the original disk should be inserted in the available drive to boot up the program.

NOTE: Aside from those times when the original system disk is requested, any standard Macintosh system disk will boot up the program.

What is RAGTIME?

RAGTIME is a set of tools neatly integrated into a single piece of software that provides for ease of use as it increases productivity.

A Summary of Features

Although the pieces of RAGTIME always work together as a single program, the functions of RAGTIME include the following:

- Desktop publishing
- Word Processing
- Spreadsheet
- Forms Generation

This unique combination simplifies the creation of documents such as newsletters, proposals, advertising, reports, or even a single letter. Any written document that requires a professional look or presentation can be prepared by RAGTIME.

RAGTIME introduces several innovative ideas to Desktop Publishing: Frames, Word Processing, Pipelining, and Forms. These are summarized below.

Frames

The basic page layout building block is called a "frame." Each frame may contain text, picture, or spreadsheet information. Pages can be laid out by placing frames on a page. A letter done with the RAGTIME word processor could be considered a single frame. Frames can be arranged any way you like on a page. You can fill in the frames either as you work or later on, after you have a chance to look over the finished product.

Word Processing

RAGTIME is the first Desktop Publishing Software that includes a fully featured word processor as a powerful integrated part of the software. This not only eliminates the need to purchase an additional piece of word processing software, but allows you to create copy right on the page as it will appear. Of course, you can change this copy as you work by either moving the frames or using any one of RAGTIME's many page layout features.

Pipelining

Pipelining is a simple feature that allows you to link more than one text frame together so that text will flow smoothly between them. Pipelines save significant time by giving you the opportunity to edit text within one frame and have the contents of the entire pipeline automatically readjust to accommodate the change.

Forms

The forms feature allows you to create any report, newsletter, or master page and then save it for future use. The layout is preserved so that it can be used over and over again. The RAGTIME form feature acts just like a pad of forms where you can "tear off" one sheet at a time. A few examples of forms would include: memos, letterhead, monthly financial reports, proposals and bid responses.

QuickStart - A Ten Minute Tour

Introduction

QuickStart is a ten minute tour that provides very basic "hands-on" introduction on how to use RAGTIME. It is designed for the beginner who is completely unfamiliar with page processing and wants to get a taste for what RAGTIME can do. QuickStart demonstrates the unique ability of RAGTIME to mix different types of activities (word processing, pictures, and spreadsheets) on the same page in a single document.

Once you have finished this section, it will be time to advance to the tutorials in section 2: RAGTIME Fundamentals.

QuickStart is comprised of 5 steps, each described on a separate page.

Step 1. Starting RAGTIME
Step 2. Opening a Document
Step 3. Text, Pictures, or Spreadsheet?
Step 4. Modifying Frames
Step 5. Leaving the Program

If you are unfamiliar with Macintosh computer, take a few minutes to review the Macintosh manual for information on terms and operations before proceeding.

Now, let's turn the page and get started.

Step 1: Starting RAGTIME

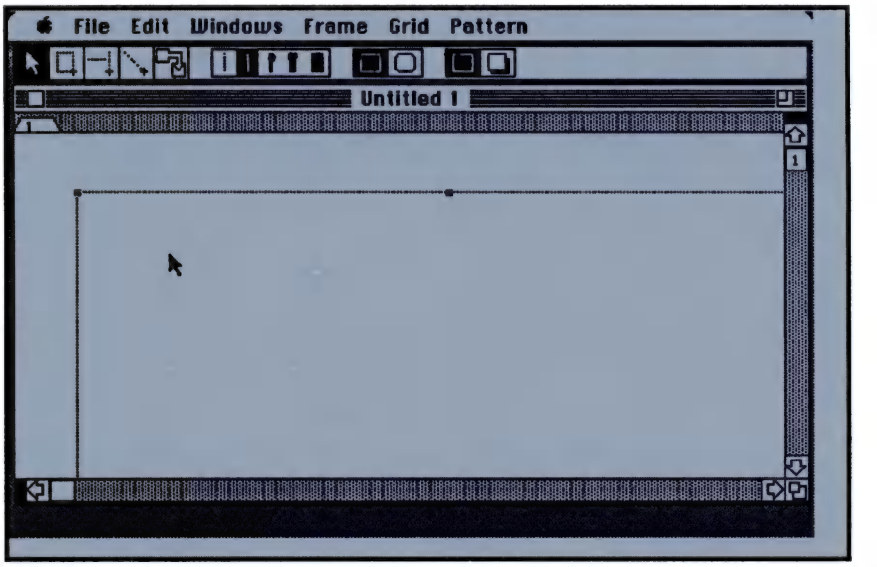
Are you using a "working disk"?

Before taking the QuickStart tour, check to see that you are using a working disk and not the original System or Program disk. If you have not created a working disk yet, refer to "Preparing the Program for Use" under section 1.1 for instructions. Verify that the QuickStart document has been copied to your disk.

Click on the RAGTIME icon.

To open the RAGTIME program, place the arrow cursor on the RAGTIME icon and press the mouse button twice in rapid succession (double click).

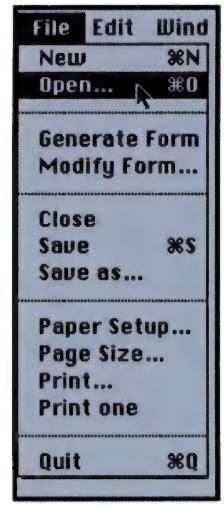
The icon will highlight (become dark) and the program will open. You will see the following information at the top of your screen:

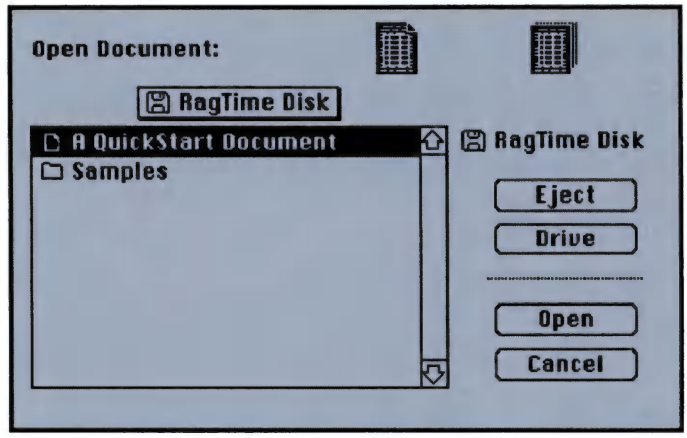


Step 2:
Opening a Document

Pull down the File Menu

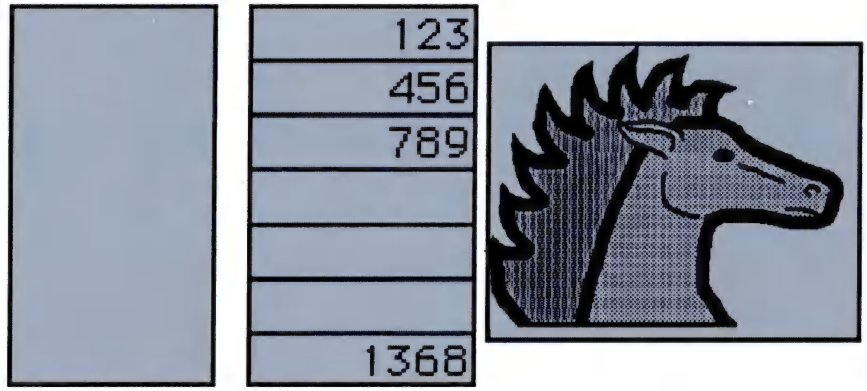
Find the word **File** at the top of your screen. Move the mouse so that the arrow cursor is on top of the word **File** and then press the mouse button. The pull down menu at the right will appear. With the button still pressed, drag the mouse so that the word **Open** becomes highlighted. Then release the button. This dialog will appear in the middle of your screen:





Click on the "Open" Button

Notice that the first document, entitled "A QuickStart Document" is highlighted. Place the arrow on the **Open** button and click the mouse. This will open a practice document with the three frames shown below.



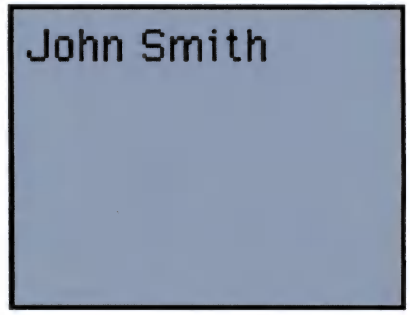
Step 3: Text, Spreadsheet, or Picture?

What would you like to do?

The three frames on your screen represent the types of data you can handle with RAGTIME: you can type text, create a spreadsheet, or insert a graphics picture into a document. Let's explore these briefly.

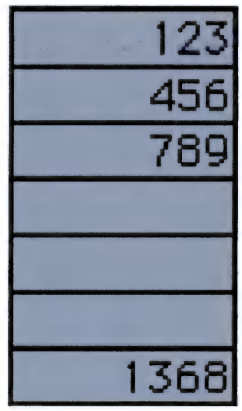
Text

The frame on the far left is a text frame. Move the mouse so that the arrow cursor comes inside the frame and then click the mouse. A blinking vertical bar will appear (called a "caret"). Go ahead and type your name or whatever you desire. If you make a mistake, press the backspace key to erase any errors.



Spreadsheet

After you finish a few lines of text, move the cursor into the topmost box of the next frame and click the mouse. Notice that the box becomes highlighted. Type a number and press the Return key. The total will appear in the bottom of the column. When the next box (or "cell") becomes highlighted, type another number. The spreadsheet will add these numbers as soon as you press then Return key.



Pictures

The picture shown in the third frame was inserted into the document using RAGTIME. This picture is used to illustrate a few of RAGTIME's creative possibilities on the next page in "Modifying Frames".

Step 4: Modifying Frames

Switching from text to spreadsheets to pictures

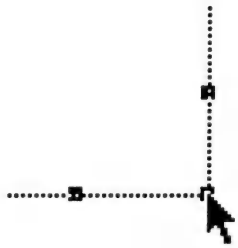
Changing the appearance of a picture

At this point, you have entered text in a text frame and added numbers in a spreadsheet frame...both on the same page of your QuickStart document! Now you will have the chance to modify the picture frame, changing it's appearance.

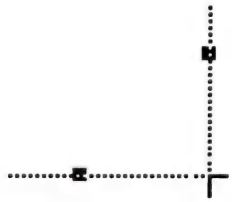
Move the mouse so that the arrow cursor contacts the borderline of the picture frame. Click anywhere on the borderline so that the small handles appear. (If you accidentally click inside the frame and the horse becomes gray, just re-click on the borderline so that the handles appear.)

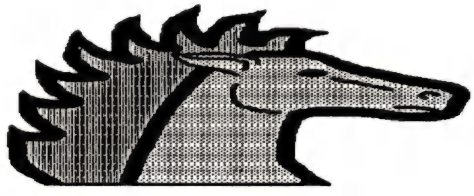
handles

Now, position the arrow directly on any one of the handles, press the mouse button down and hold it. Notice that the handle and cursor turn into a small cross. (If you miss the handle and the contents of the frame become gray, just re-click on the borderline so that the handles appear again and repeat the effort.)



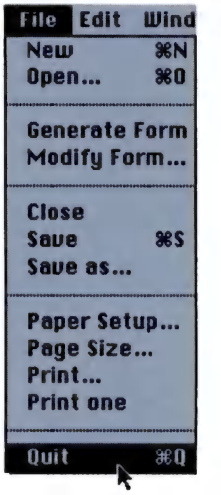
Having pressed the mouse so the cross appears, drag the mouse so that the frame size changes. Move in any direction except over the border of another frame. Release the mouse and the frame and the picture will have changed size. You can change the picture and frame as often as you like by repeating the above steps.



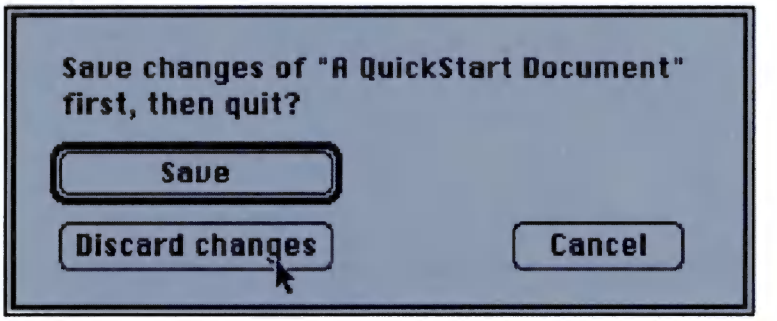


Step 5: Leaving the Program

Find the word **File** at the top of your screen. Move the mouse so that the arrow cursor is on the word **File** and then press the mouse button. The pulldown menu shown to the right will appear. With the button still pressed, drag the mouse so that the word **Quit** becomes highlighted. Then release the button.



This dialog will appear in the middle of your screen:



The dialog gives you three choices: Save, Discard changes, or Cancel.

Normally, you might want to save the work you had just completed. However, since this was simply practice, click the mouse on the Discard Changes button to close the document. You will once again return to the Macintosh desktop where the RAGTIME program icon will again appear.

Congratulations, you have just completed QuickStart and are ready to advance to the tutorials in section 2: RAGTIME Fundamentals. There, you will continue learning about the powerful capabilities of RAGTIME.

RAGTIME FUNDAMENTALS

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Introduction

The RAGTIME Fundamentals section is comprised of three tutorials:

Getting Started
Working with Frames
Working with Windows

Each tutorial is designed to instruct you in some general area of the RAGTIME program. Getting Started is essential for learning the various options and how they operate. No one should skip over this section.

The Working With Frames Tutorial goes into more detail on frames. It shows you how to work with multiple frames and how to duplicate, cut, copy and paste a frame. You will see how to give your frames different borders, draw lines at any angle and a host of other useful features.

Working With Windows demonstrates how windows can make your work easier. Windows allow you to work on several documents (or parts of the same document) simultaneously. You can copy between documents using windows, or you can split a window so that you can see several parts of the document at the same time.

Getting Started Tutorial

Introduction

The following tutorial provides all the basic instructions for operating the RAGTIME program. Information is presented on the following areas:

The RAGTIME Options
Drawing Frames
Choosing a Frame Type
Activating Frames
Clearing Frames
Moving and Re-sizing Frames
How to Exit the Program

For best results, it is recommended that you read through the tutorial systematically, using the examples as you work with the RAGTIME program on your Macintosh.

Getting Started

This tutorial demonstrates the basic RAGTIME features. It is an very important starting point for all RAGTIME users.

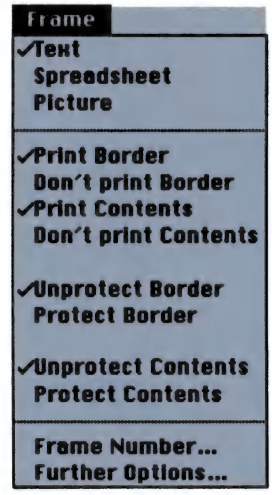
Options

After you start RAGTIME, the following option will appear at the top of the screen:

This is called the Page layout option. RAGTIME has four different options: Page layout, Text, Spreadsheet and Picture. Each option has pulldown menus and icons.

Pulldown Menus

The words along the top of the option are used to pull down menus. A pulldown menu provides a list of choices. For example: place the arrow cursor on the word **Frame** and press the mouse button. You would see this menu:



Release the mouse and the menu will disappear.

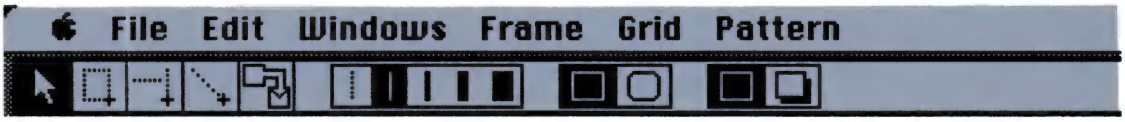
Icons

All options use icons. An icon is a small picture that allows you to do some special job. For example, the draw-a-frame icon is used to create new frames.

Draw-a-frame icon

Summary of Options

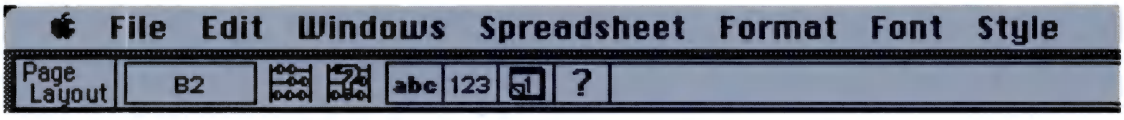
RAGTIME has four options: Page layout, Text, Spreadsheet and Picture. What these options look like and what they do are described below:



Page Layout The Page layout option is used for a variety of page layout jobs. The most important job is drawing frames with the draw-a-frame icon, shown here:

Text The Text option allows you to do word processing. Word processing is a fancy way of saying "entering text into a frame." Note the word **Text** in the menu bar.

Picture The Picture option is used to bring graphics pictures into your document. A picture can be created with MacPaint or virtually any graphics program. Note the word **Pictures** in the menu bar.

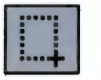


Spreadsheet The Spreadsheet option provides all the tools necessary for entering tabular information or creating spreadsheets for financial or scientific calculations. Note the word **Spreadsheet** in the menu bar.

The Page Layout Option: The Starting Point

Whenever you start RAGTIME, the Page layout option always appears at the top of your screen:

You know it is the Page layout option because of the draw-a-frame icon located in the far left:



The Page layout option is the starting point for all work with RAGTIME.

Page layout has many uses. However, its primary use is to draw new frames and make them into text, spreadsheet, or picture frames.

For example, if you wanted to type a letter, you would use the Page layout option in this sequence:

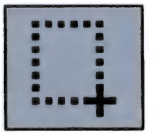
1. Draw a frame. (Page layout option)
2. Choose a frame type. (Page layout option)
3. Click inside the frame.

In fact, this is exactly the same procedure that you will use for creating every frame whether it is text, spreadsheet, or picture.

Now let's take a closer look. On the next few pages you will draw a frame, choose a frame type and then click inside the frame to start using it.

Here's an easy way to remember it:

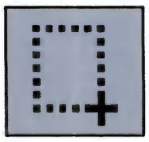
DRAW



CHOOSE

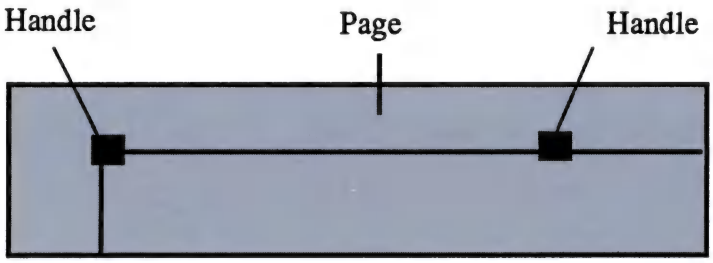
CLICK

DRAW a Frame



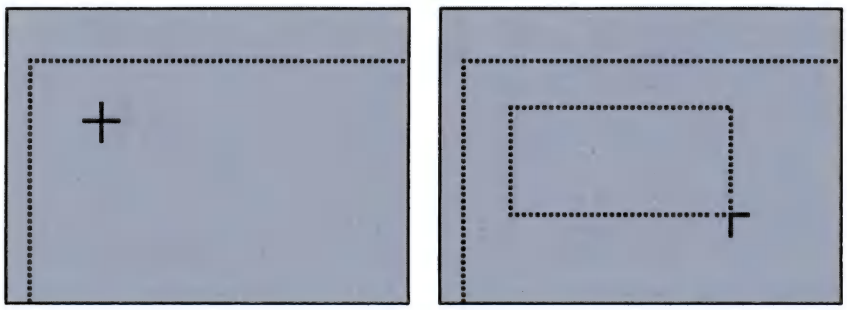
A frame begins as nothing more than an empty box or rectangle drawn with the aid of the mouse. A frame is drawn on a page.

When you first start up RAGTIME, a frame is automatically placed on the page or white area of your Macintosh screen. You can see the handles at the corner and on the top border.



At this point we are going to ignore this first frame and draw a new frame of our own. Move the mouse so that the arrow contacts the draw-a-frame icon:

Click on the draw-a-frame icon. It will highlight (or become dark.) Now move the mouse so that cursor comes back onto the page. The arrow will turn into a small cross:



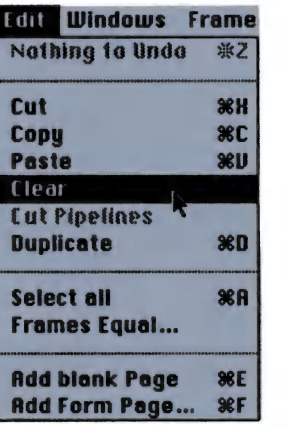
1. Position the cross anywhere inside the starting frame and press the mouse button down.
2. Holding the mouse button down, drag the mouse at an angle for about an inch. Watch how a new frame forms with dotted lines.

Release the mouse button and the new frame will stay on the screen with its own set of handles.

Clearing a frame

Now that you have created a frame, you can clear it just as easily.

With the frame handles showing, pull down the Edit menu and select **Clear**. As you release the mouse, the frame disappears. If there were any contents inside the frame, the contents would also be cleared.

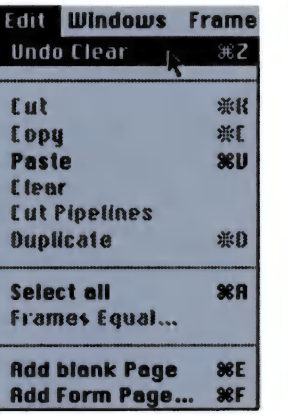


An even faster way to clear a frame is with the Backspace key. With the frame handles showing, merely press the backspace key and the frame and contents will disappear.

NOTE: To abandon the draw-a-frame icon without making a frame, click on the arrow icon in the Page layout option.

Undo clear

Assume that you cleared the frame unintentionally. If you want to recapture the frame, *before you do anything else*, pull down the Edit menu once again and select **Undo Clear**. As you release the mouse, the frame will be restored.



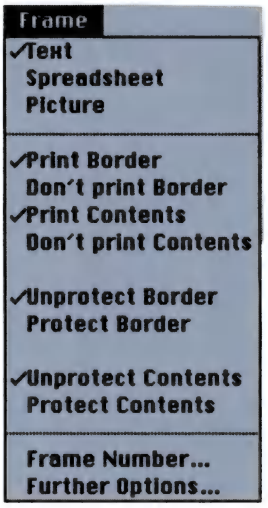
CHOOSE a Frame Type

Text
Spreadsheet
Picture

Once a frame has been drawn, your next step is to choose a frame type.

Each time you create a new document from scratch and draw a new frame, RAGTIME automatically makes the first frame a text frame. However, you can assign a new frame type by merely selecting it from the Frame menu.

Move the mouse and position the arrow cursor on the word "Frame." Press the mouse button and hold it down. The pulldown menu to the right will appear.

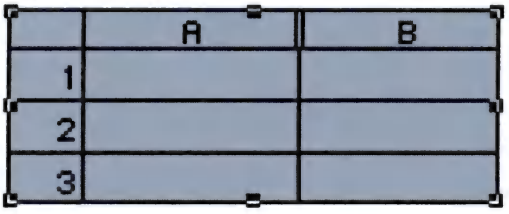


There are three selections at the top: Text, Spreadsheet and Picture. Notice the checkmark to the left of the word Text.

To select a new frame type, move the mouse until a new type is highlighted. Then release the button.

At this point, you have drawn your new frame and selected a frame type from the Frame menu. If you have chosen text or picture, the frame will appear blank:

If you have chosen Spreadsheet, the frame will appear in spreadsheet form:



Before clicking inside the frame to use it, read the next page on "How to Activate a Frame" and "Changing Types After Using a Frame." Then look on the following pages for the frame type you have selected and complete the instructions.

How to Activate a Frame

When a frame is activated, the handles on its borders are showing.

Activated

Unactivated

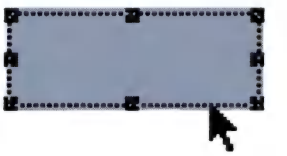
When a frame is activated, you can perform the following functions:

Clear the Frame
Choose a New FrameType
Move the Frame
Resize the Frame
Select an Optional Frame Border
Select an Optional Frame Pattern
Protect/Unprotect Frame Contents
And many more...

How do you activate a frame?

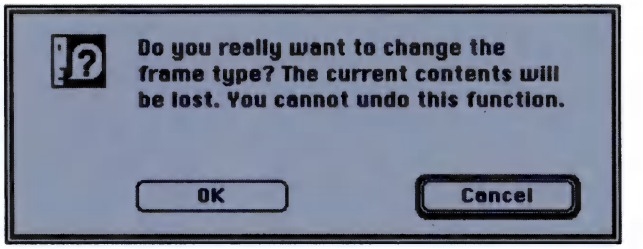
1. Place the cursor on the frame border.

2. Click the mouse. (This will cause the frame handles to re-appear.)



Changing Types After Using a Frame

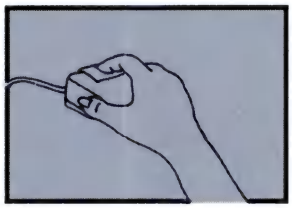
You can change the frame type as often as you wish. However, if you attempt to change the frame type after you begin using the frame, you will get the following message:



This message tells you, for example, that if you are typing a letter in a text frame and change that frame to spreadsheet, you will lose the letter. Click on **Cancel** if you do not wish to change.

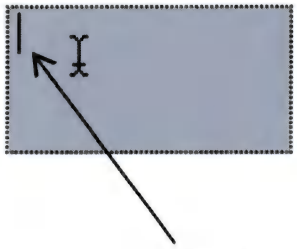
CLICK:

TEXT Frames



The procedure for creating a text frame is:

1.) Draw a frame.
2.) Pull down the Frame menu and select **Text.**
3.) Move the cursor anywhere inside the frame and click the mouse.



Once the mouse is clicked, a blinking vertical bar appears and you can begin to type text. The blinking vertical bar is called a "caret." If the frame is new, the caret will appear in the upper left hand corner. In addition, the Text option appears at the top of the screen:

All of the major word processing features are now available. See Section 3 for details.

NOTE: If you type anything into the frame and then decide to change frame types, you will receive the message shown at the bottom of page 2.1 -8.

How to Return to the Page Layout Option

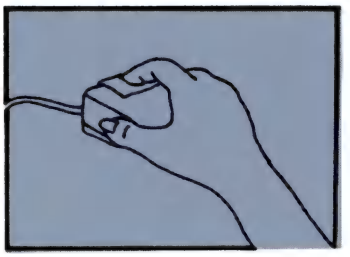
Move the mouse so that the cursor goes outside the text frame. Then click on the Page Layout icon at the far left of the Text option.

Click on the Page Layout icon:

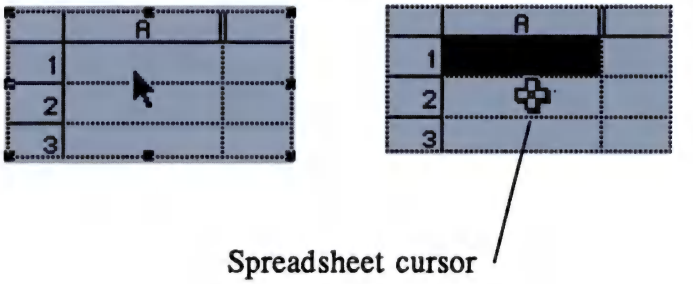
The Page layout option will reappear:

CLICK:

SPREADSHEET Frames



The procedure for creating a spreadsheet frame is:
1.) Draw a frame.
2.) Pull down the Frame menu and select **Spreadsheet.**
3.) Move the cursor anywhere inside the frame and click the mouse.



Once the mouse is clicked, the spreadsheet cursor appears in the shape of a plus sign. In addition, the Spreadsheet option appears at the top of the screen:

All spreadsheet features are now available. See Section 4 for details.

NOTE: If you enter anything into the frame and then decide to change frame types, you will receive the message shown at the bottom of page 2.1 -8.

How to Return to the Page Layout Option

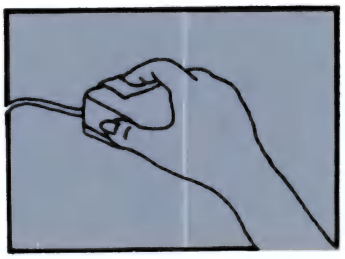
Move the mouse so that the cursor goes outside the spreadsheet frame. Then click on the Page Layout icon at the far left of the Spreadsheet option:

Click on the Page Layout icon:

The Page layout option will reappear:

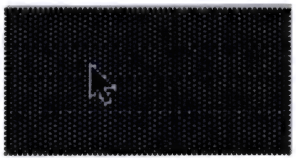
CLICK:

PICTURE Frames



Any picture in MacPaint or PICT format can be read by RAGTIME. Graphics from other sources can be placed on the clipboard and read from there.

The procedure for creating a picture frame is:
1.) Draw a frame.
2.) Pull down the Frame menu and select **Picture**.
3.) Move the cursor anywhere inside the frame and click the mouse.



Once the mouse is clicked, the interior of the frame becomes gray. In addition, the Picture option appears at the top of the screen:

Procedures for placing a picture inside the frame are discussed under Section 5.

NOTE: If you bring a picture into the frame and then decide to change frame types, you will receive the message shown at the bottom of page 2.1 -8.

How to Return to the Page Layout Option

Move the mouse so that the cursor goes outside the picture frame. Then click on the Page Layout icon at the far left of the Picture option:

Click on the Page Layout icon:

The Page layout option will reappear:

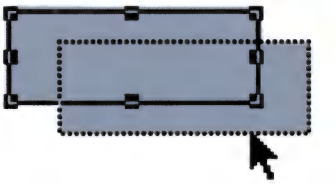
How to Move a Frame

Make certain that the arrow icon (and not the draw-a-frame icon) is highlighted in the Page layout option.

To practice moving a frame, position the arrow on any border between handles, press the mouse button, and drag the frame.

Another way to think of it: you are using the arrow to pinch the border as you pull the frame to a new location.

As the original frame remains on the screen, an exact dotted replica will move with the cursor to the new location.



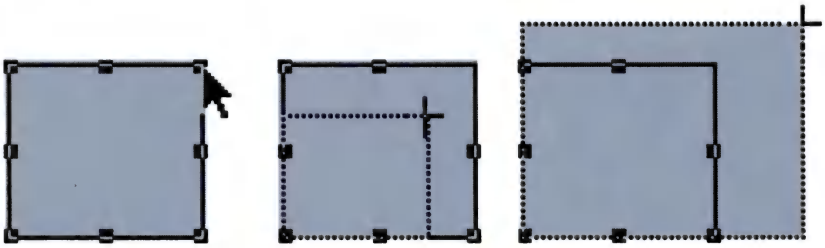
When you have re-positioned the frame, release the mouse button.

How to Re-size a Frame

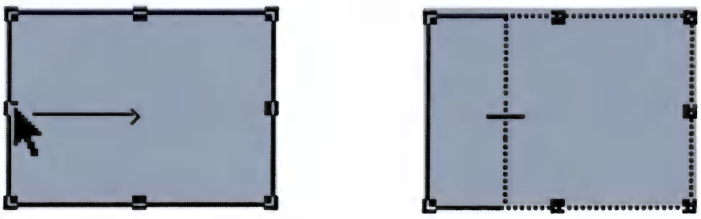
To re-size a frame, you must first activate the borders so that the handles are showing (see above). Make certain that the arrow icon (and not the draw-a-frame icon) is highlighted in the Page layout option.

yes no

To practice re-sizing a frame, position the arrow on any corner handle, press the mouse button, and move the mouse. You can stop at any point where the new frame size meets your requirements.



Re-sizing can also be done with only one side of the frame at a time. This is a very useful feature when you only want to make very minor adjustments on your frame. Simply place the arrow on any one of the side handles and move the side either in or out from the center of the frame:



NOTE: RAGTIME does not allow frames to overlap one another. You cannot re-size a frame so that it is fixed over the border of a neighboring frame. If you attempt to move a frame to a new position so that its border overlaps another frame, the frame will automatically spring back to its original position.

Proportional Re-sizing

To re-size a frame proportionally:

1. Place the arrow on a corner handle and press the mouse button so that the cross appears.
2. Press the Shift key down and hold it down.
3. Move the mouse to re-size the frame proportionally.

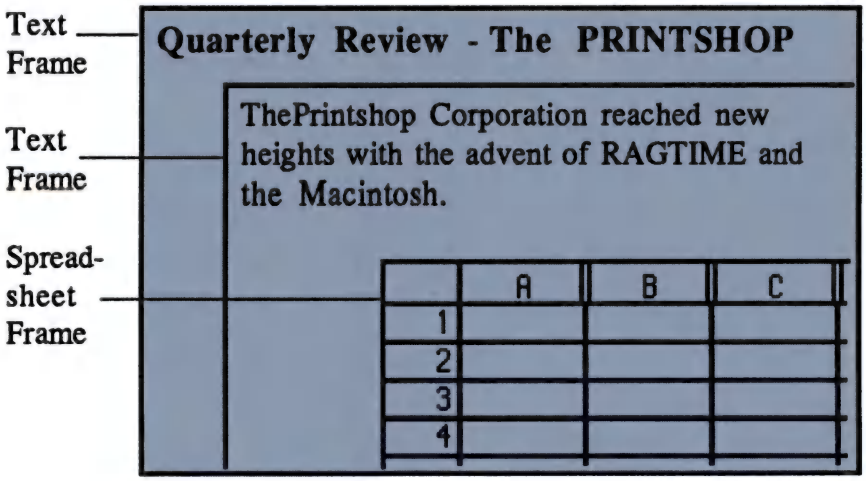
NOTE: When pictures are re-sized proportionally, the aspect ratio is maintained. (Correct aspect ratio is a graphics picture in its true proportions.)

Moving and Re-sizing Summary

1. To move frame, place arrow cursor on frame border between handles and press mouse button.
2. To re-size a frame, place arrow on corner handle and press mouse button.
3. To re-size one side only, place arrow on side handle only and press mouse button.
4. To re-size proportionally, place arrow on corner handle and press mouse button so cross appears, press Shift key and hold it down, then re-size.

Nesting Frames

All frames are created on a page. But you can also create frames inside frames. This is known as "nesting." The example below shows spreadsheet frame and text frame nested inside another text frame.



How to view the frame(s) on a page

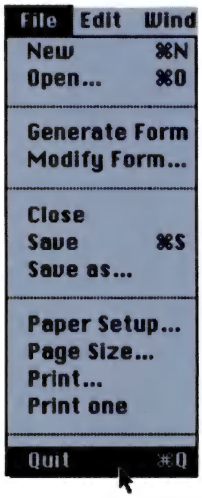
If the page is larger than the screen, you can see the balance of the frames by using the scroll bars. The scroll bars are located to the right and bottom of the window.

Place the arrow on the scroll box and move the mouse up or down (or right to left) to see the balance of the page.

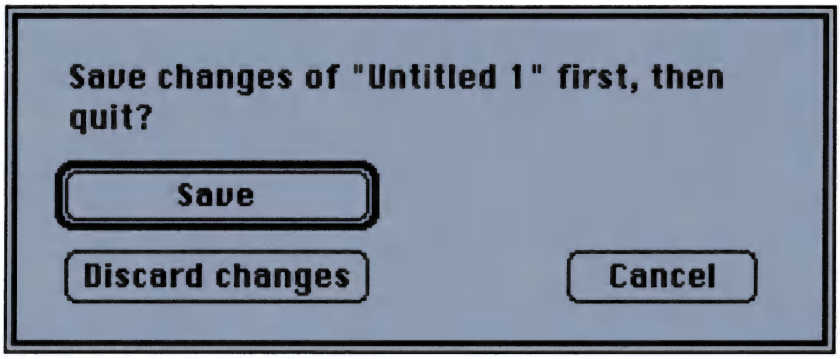
You can also click in the gray area on either side of the scroll box to scroll a half page at a time.

How to exit RAGTIME

To exit from the RAGTIME program, place the arrow on the word File at the top of any of the options. Select **Quit**.



A dialog will appear giving you three choices: Save, Discard Changes, or Cancel.



Normally, you would want to save any work that you did prior to quitting the program and you would click on the **Save** button. In this case, however, because we are ending a practice session, click the mouse on **Discard changes** button to see how the dialog works and the program ends.

If you open a document and make no changes, you will not receive a quit dialog.

Working with Frames Tutorial

Introduction

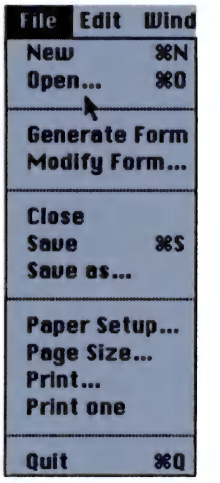
After finishing the Getting Started Tutorial, you will be ready to look at additional RAGTIME tools. The Working with Frames Tutorial introduces you to documents and frames in greater detail and gives you ideas on how to enhance the document's appearance:

Opening and Saving Documents
Checking Frame Dimensions
Duplicating Frames
Working with Multiple Frames
Cutting and Pasting Frames
Border Styles and Patterns
Drawing lines

Once again, it is recommended that you read through the tutorial systematically, using the examples as you work with the RAGTIME program on your Macintosh.

How to Open a Document

In order to open a document, pull down the File menu and select one of these two items: **New** or **Open**.

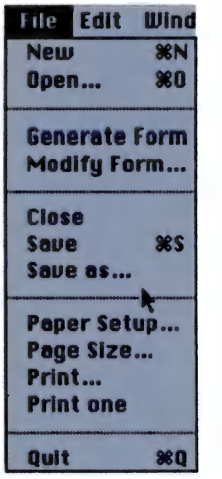


New Select **New** if you wish to create a new document.

Open Select **Open** if you wish to open a document that has already been created and saved.

How to Save the Document

To save your work, pull down the File menu. Notice the three choices grouped together: Close, Save, and Save as.



Save

If you choose **Save**, all information in a document will be saved under the title shown at the top of the window, and you may continue working. The word File will become highlighted on the option until the saving operation is completed. (If you created a new document that was never saved before, the Save command will bring up a dialog allowing you to add a new name.

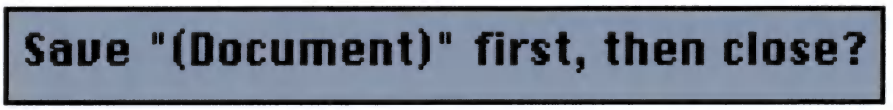
Save as...

With the **Save as** command, you can maintain the old document and at the same time a new document with a new name. The new document will be a copy of the original, plus any changes made since it was opened.

To use Save as, pull down the File menu and select **Save as.** Type in the name of the new document after the caret. Press the Return key to execute the command.

Close

The Close command provides several choices. When you are finished with a document, pull down the File menu and select **Close**. A dialog with the following message will appear:



Three buttons will appear below the message: Save, Cancel, and Discard changes.

If you click on **Save**, the document will be saved and then closed.

If you click on **Discard changes**, you will close the document without saving it. All changes made since the last save to disk will not be saved.

If you click on **Cancel**, the dialog will be canceled and no action taken.

Checking Frame Dimensions

RAGTIME will display the frame's dimensions as well as the location of the frame on the page .

When drawing a frame, a series of precisely calculated figures will appear. These figures are defined as follows:

Width - The width of the frame.

Height - The height of the frame.

Mouse X - The distance between the left edge of the paper and the frame handle.

Mouse Y - The distance between the top of the paper and the frame handle.

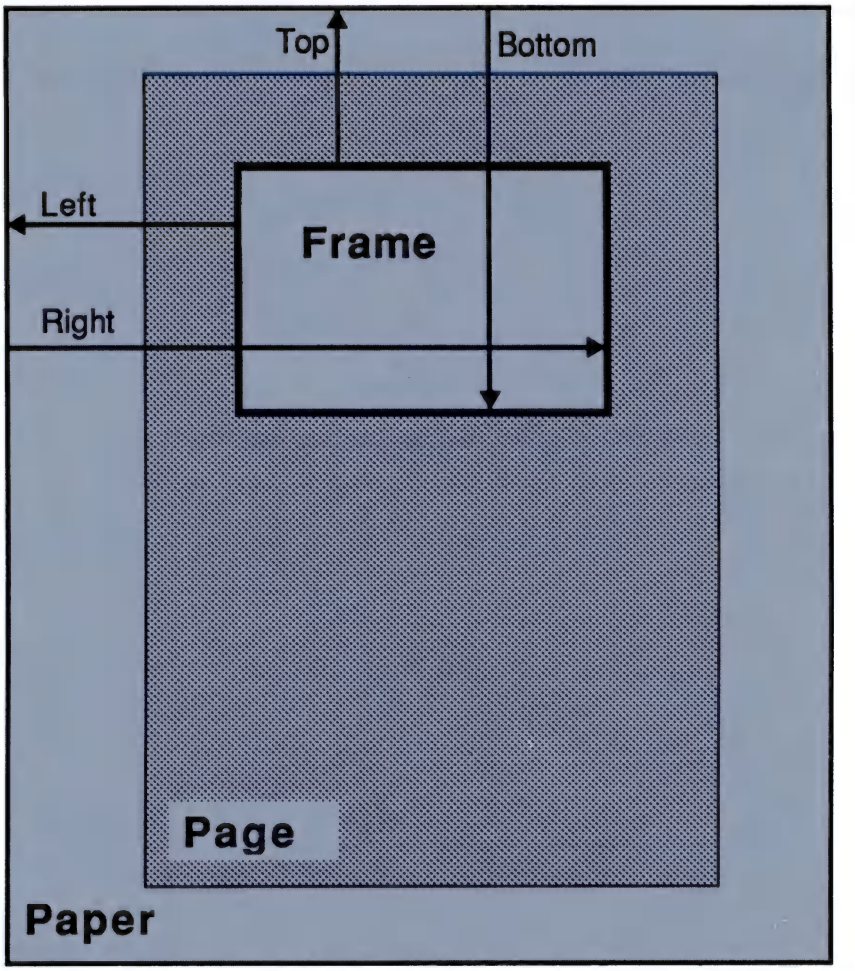
Once the frame has been drawn and the mouse released, these same figures can be rechecked by placing the arrow on any one handle and pressing the mouse button down.

NOTES: RAGTIME always measures a frame from inside the frame border, especially if it is a thick border. If no frame is drawn, MouseX and Mouse Y will show the cursor position by itself.

If you place the arrow on a side of the frame *between the handles* and hold the mouse button down, then you will see a different series of dimensions:

These dimensions are displayed in the diagram below and describe the precise position of the frame on the paper.

Notice to the far right that the word "Inch" appears, telling you what scale you are using. You are also able to select from centimeters, points, P10 and P12 (discussed in the next Tutorial).



NOTE: For further information on the page sizing, refer to Section 6.4: Printing & Page Size.

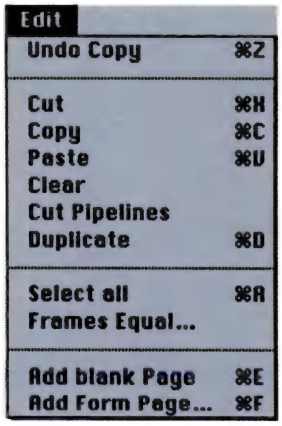
How to Duplicate a Frame and Contents

RAGTIME allows you to duplicate the exact dimensions and contents of a frame.

First, see that the Page layout option is showing at the top of your page with the arrow icon highlighted.

Click on the border of the frame you wish to activate so that the handles are showing.

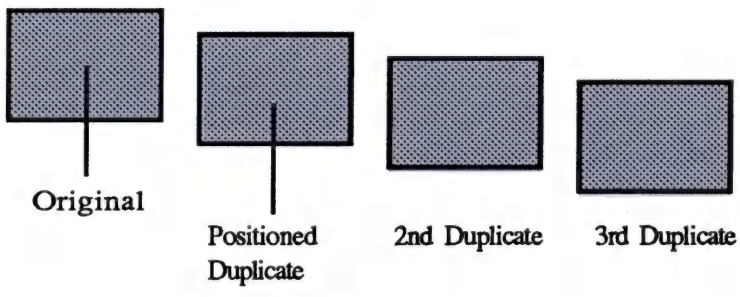
Pull down the Edit menu and select **Duplicate**. As you release the button, a blinking frame will appear.



Place the arrow anywhere inside the blinking frame. Press the mouse button and drag your duplicate frame to a new location. As soon as button is released, the frame is positioned and handles will appear. To move again after positioning, click on the border between handles.

NOTE: After the first duplicate is positioned, any duplicate frame created immediately afterwards will automatically be positioned with the same offset. (This same feature also applies to duplicating lines.)

For example:

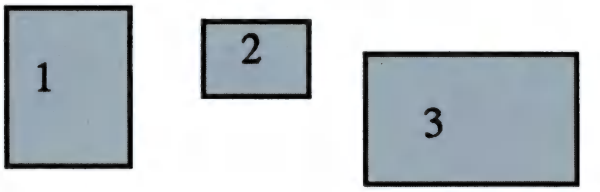


Moving or Re-sizing Multiple Frames

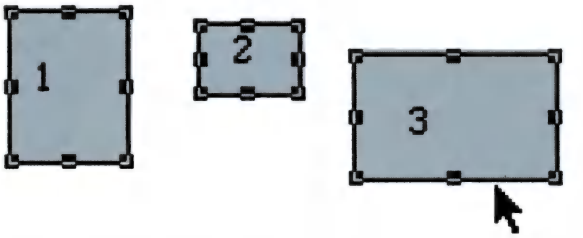
Assume that you have created a page with more than one frame, and you wish to re-position the frames while maintaining the same space relationship that currently exists. Instead of moving one separately, you want to move the entire set together.

To prepare the frames to be moved, you would use the *shift-click* technique.

Draw three frames on a practice page:



With the arrow icon highlighted in the Page layout option, click on the border of the first frame so that the handles appear. Place the arrow on the border of the second frame -- only this time press the Shift key, hold it down, and then click the mouse. Notice that you now have two frames with handles showing. Go on to the third frame and repeat the same shift-click procedure.



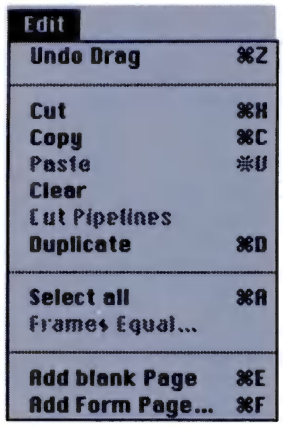
After the borders of all three frames are activated, place the arrow between the handles of one frame as if you were going to move only that frame by itself.
Moving a single frame, however, will now move all three simultaneously.

When re-sizing more than one frame at the same time, use the same shift-click procedure to activate the frames. Then as you use the frame handle to re-size one frame, all other frames will be sized at the same time.

NOTE: To activate all the frames on the page, press down on the Option key and then click the mouse in the page gap. To activate all nested frames, press down on the Option key and click on the frame border of the outer frame containing all the others.

Cut, Copy and Paste

Cut, copy and paste are three very useful and common editing tools. They are located on the Edit menu and defined as follows:



Cut - Removes a frame but saves it until you are ready to place it elsewhere using the Paste command.

Copy - Copies the existing frame and contents, leaving the original where it is. The copy is saved until you are ready to place it elsewhere. (Copy differs from Duplicate only slightly. With Duplicate, the frame is duplicated immediately in the area where you are working. With Copy, the frame and contents are left on the clipboard temporarily until you are ready to use it again.)

Paste - Takes the frame and contents that you cut or copy and inserts it into a new location.

How to cut and paste a frame

The activity of cutting and pasting is a standard Macintosh operation. For frames, it is the same as if you removed the frame with a pair of scissors and then glued it elsewhere in the document. While it is cut, the frame and contents will be held by RAGTIME on the clipboard.

To cut and paste a frame, follow these steps:

1. Activate the frame by clicking on a border so that the handles appear. (If you are cutting multiple frames, use the *shift-click* technique.)
2. Pull down the Edit menu and select **Cut**. The frame(s) will disappear from the page.
3. Using the scroll bars, move to the new location where you would like to paste the frame(s). Pull down the Edit menu once again and select **Paste**. A blinking frame will appear. Place the cursor on the blinking frame and press the mouse button down to grab the frame. Hold the mouse button down. Move the frame, and then release the mouse.

NOTE: All pasting of frames must be done while using the Page layout option, or an error message will result.

Important Note

Whenever you cut or copy a frame, the contents remain saved only temporarily. You must paste it before another cut or copy is made. With each new cut or copy, the prior information is erased from the clipboard.

Frame shapes and border styles

RAGTIME allows you to select a number of different frame shapes and border styles to suit your needs. All of these are available in the Page layout option.

border types

square or rounded corner

no shadow or shadow

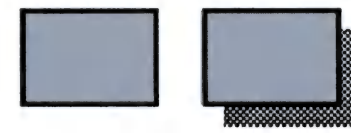
For more on Hairlines, see below.

To use any of the above, first click on the border of the frame so that the frame is activated and the handles are showing. Next, pull down the Frame menu to be sure that **Print borders** is selected. Then make your selection by clicking on the appropriate icon. The border type, frame shape, or shadow effect will automatically be implemented.

Border types. Each line represents a different border thickness.

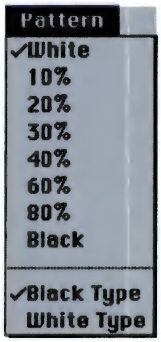
Square or rounded corners.

No shadow or shadow.



HAIRLINES: No visible change occurs on screen when hairline is selected; hairline will appear as the standard thickness. The hairline is only available on the LaserWriter printer with LaserWriter Version 3.1 and above. If you are using 3.0 or below, the standard size thickness will be printed. ImageWriter will print the hairline as the standard size thickness.

Pattern Types



RAGTIME provides eight background pattern types ranging from white and shades of gray to black. You can change a background pattern by clicking on the border of a frame so that the handles appear. Then select the pattern from the Pattern pulldown menu.

Pattern allows you the choice of black or white character print. Unless specified, black will be chosen on patterns from white to 60%. Patterns of 80% and black will receive white text.

Patterns can also be used for lines (discussed below). The correct sequence for implementation is:

1. Draw the line.
2. Pull down the Pattern menu and make a selection.

Drawing lines

RAGTIME gives you the ablility to draw lines. The same thicknesses as frame border may be used. All the features available with frames apply to the drawing of lines. Lines can be copied, pasted, or duplicated. Lines are activated by clicking in the middle, the handles appearing at each end.

Both icons for drawing lines are located in the Page layout option.

When this icon is highlighted, you can draw vertical and horizontal lines with the cross cursor.

Highlight this icon to draw lines at any angle with the cross cursor.

Unlike a frame, which cannot overlap another frame's border, a line can be drawn anywhere on the page and can cross any number of lines or other frame borders.

Using the Command Key to Draw Frames and Lines Without Interruption

In order to draw several frames or lines without having to re-select the icon each time, you can use the Command key in conjunction with the mouse.

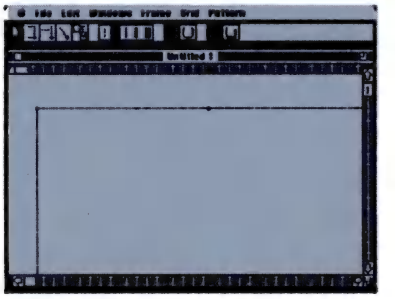
Activate the draw-a-frame icon as you would normally to draw a frame. When the cross appears, press the Command key down and hold it down as you draw your frames or lines.

Command Key

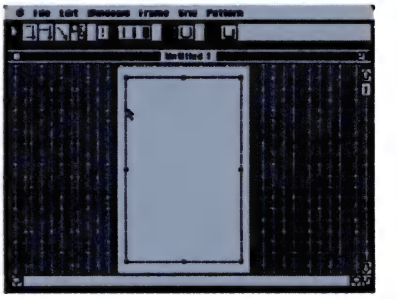
Show pages

A useful feature when drawing frames is to be able to scale down your work so that the entire page is visible. This feature is called "Show pages."

Show pages allows you to view the positioning of frames on the entire page. You can also work on the reduced scale if you wish, since all the Page layout commands are still operational. In fact, all commands are available except data entry to a spreadsheet.



Normal scale



Show pages

To use this feature, pull down the Windows menu and select **Show pages**. When you wish to return to the normal scale, pull down the Windows menu once again and select **Actual size**.

Preferences

Set the Unit

Because you may not always wish to work in a scale of inches, RAGTIME allow you to choose between a set of five other units of measurement: inch, centimeters, points, 10 pica (P10) and 12 pica (P12). **A change in unit always affects the measuring tool and never the content of a document.** For example, a page can be a specific size, measured either in inches or centimeters - - the size of the paper remains the same regardless if the unit is reset.

Measuring tools affected by a unit change include:

Ruler
Grid
Dimensions display (when activating a frame handle)
Column width in spreadsheets
Page dimensions (seen on the page size dialog)

The contents of a frame or document is never affected by resetting the unit. The leading, height of character, and characters themselves are not changed.

Inch, Centimeter, Points

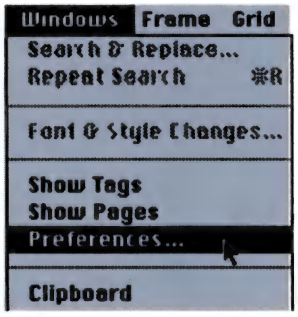
When inch, centimeters and points are selected in Preferences, both the horizontal and vertical measurements will appear in the increments of the unit selected.

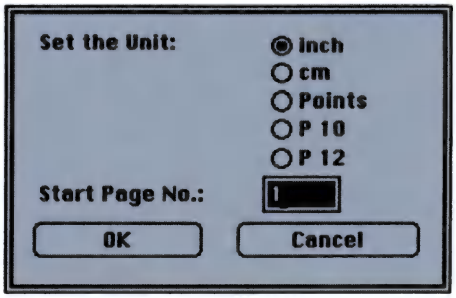
P10, P12

P10 stands for 10 characters per inch. P12 stands for 12 characters per inch. When either of these are used, only the horizontal measurement is affected; the vertical measurement remains at 6 lines per inch. If desired, P10 or P12 can be used with the corresponding non-proportional fonts: Monaco for the ImageWriter printer, and Courier for the LaserWriter printer. Either of these would be useful in generating forms to be used by a typewriter.

You may change from one unit to another by pulling down the Windows menu and selecting **Preferences.**

A dialog will appear in the middle of the page showing the different choices.





To select another unit, move the arrow so that it comes in contact with the radio button in front of the new unit and then click the mouse. The button will become highlighted.

Click on the OK button to return to your document.

Start Page Number

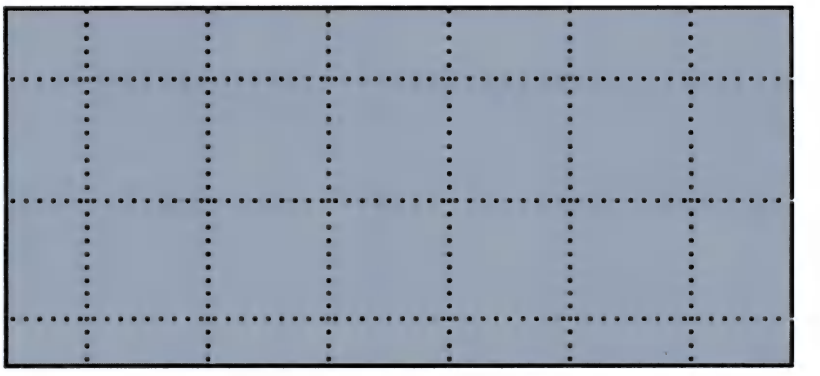
In cases where you have several documents that are all a part of a larger work (for example, the chapters of a book), you can begin each new document with a new page number.

To set the beginning page number for a document, pull down the windows menu and select **Preferences**. The Start Page Number box will already be highlighted (see sample above). Type in your new starting page number, and then click on the OK button.

The new starting page number will be reflected in the page number tag as well as in the page number icon, if any has been inserted.

Using the Grid

To assist you in the precise positioning of frames on a page, RAGTIME provides a grid. The grid can be turned on and off very easily according to your needs.



The actual size of the grid squares depends upon the unit selected in Preferences.

To use the grid, make certain that the Page layout option is showing. If it is not showing, click on the Page layout icon. Then pull down the Grid menu and select **Grid visible**. As you release the mouse button the Grid will appear.

To turn off the grid, pull down the Grid menu again and select **Grid invisible.**

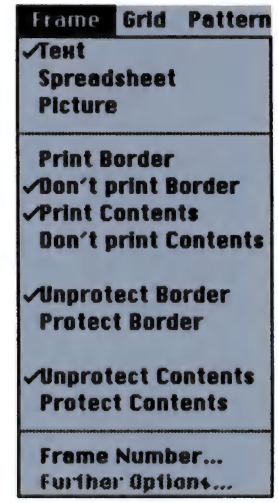
Protect & Unprotect Borders and Contents

In some instances you may wish to protect or freeze the contents or border of a frame. This may be done to guard against the accidental change that may occur while working with a document.

The protect/unprotect feature acts like a switch. The procedure is as follows:

First, activate the frame border so that the handles are showing.

Then pull down the Frame menu. Notice that the checkmark always represents the current selection.



Normally, borders and contents will be unprotected.

To switch protection on or off, merely highlight that choice while the frame handles are activated.

After a frame border or contents has been protected, if you attempt to change them you will get an error message. To overcome this message, you must:

1. Switch to the Page layout option by clicking on the Page layout icon.
2. Activate the frame handles.
3. Pulldown the Frame menu and select either Unprotect Borders or Unprotect Contents as necessary.

Working with Windows Tutorial

Introduction

The Working with Windows Tutorial explains how you can work in several documents at the same time by using windows. Windows also allow you to work in several areas of the same document by splitting a single window and scrolling the separate panes.

Here are a few of the subjects covered in this tutorial:

What are Windows?
Parts of a Window
Changing Window Dimensions
Moving and Copying Between Windows
Split Windows

What are Windows?

In RAGTIME, each document is displayed in its own window. Windows can be re-sized and moved around the desktop.

By using Windows, you can work in several documents at the same time. For example, one document might display a list of customers. Another document might display a thank you letter. A last document might display a spreadsheet. All these documents could be open simultaneously and displayed in separate windows. These windows could be re-sized and moved around the desktop at will.

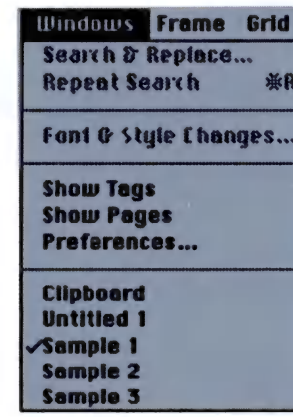
Whenever you open a document, you open a window at the same time.

Keeping track of open windows

Each time you open a new document, regardless of the contents of that document, you open a new window. In order to know exactly which windows (documents) are open, RAGTIME lists them for you under the Windows pulldown menu.

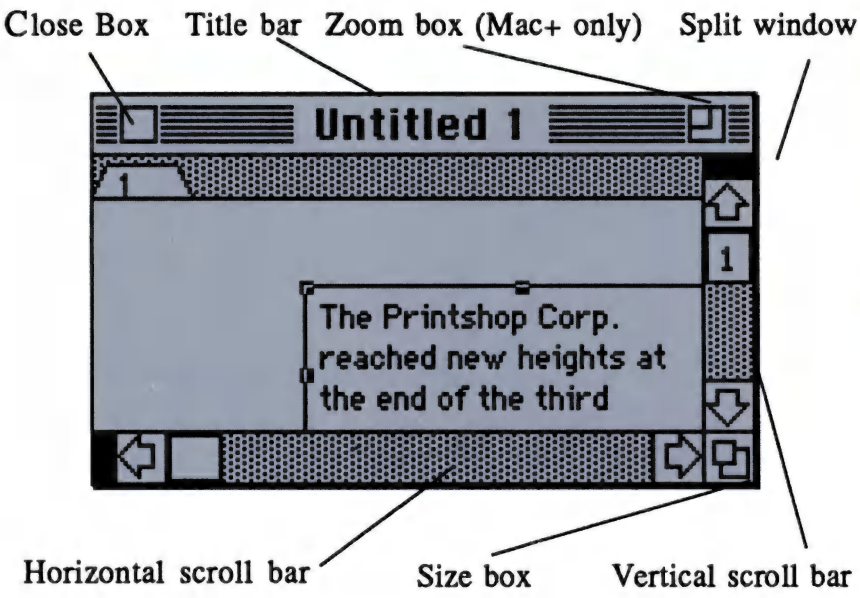
No matter which option appears at the top of the page, you can view all the open windows by placing the arrow on the word Windows and pressing the mouse button to display the Windows menu.

The window that is currently active will be identified by a checkmark.



Parts of a Window

A window is comprised of the following parts: close box, title bar, zoom box, split window, vertical and horizontal scroll bars, and a size box.



Each part of the window has a specific use:

Close box - When you click on the close box, you close the document and the window.

Title bar - The title bar shows the name of the document currently displayed by the window. The title bar is also used for moving the entire window.

Size box - This box reduces the size of the window to your specifications.

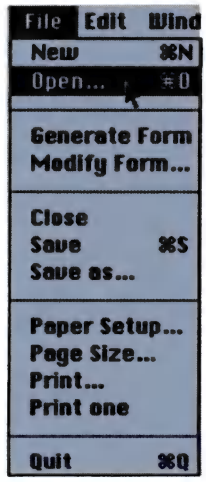
Zoom box - The zoom box automatically expands the size of the window to the full dimensions of the page. (A Mac+ feature only.) To expand the window on earlier Mac versions, double click in the title bar.

NOTE: The Zoom box acts like a toggle switch. Once the window has been set to a smaller size, you can click on it to expand the window and then click to shrink again.

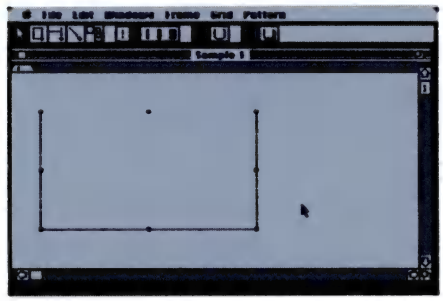
Vertical and horizontal scroll bars - These bars adjust the position of the document inside the window.

Changing window dimensions

If you do not have a RAGTIME document open on your Macintosh screen, go to the File menu and select **Open**. When the Open document dialog appears, select Sample 1.



Notice that the frame takes up roughly the same amount of space as a business card. The balance of the page is unused.

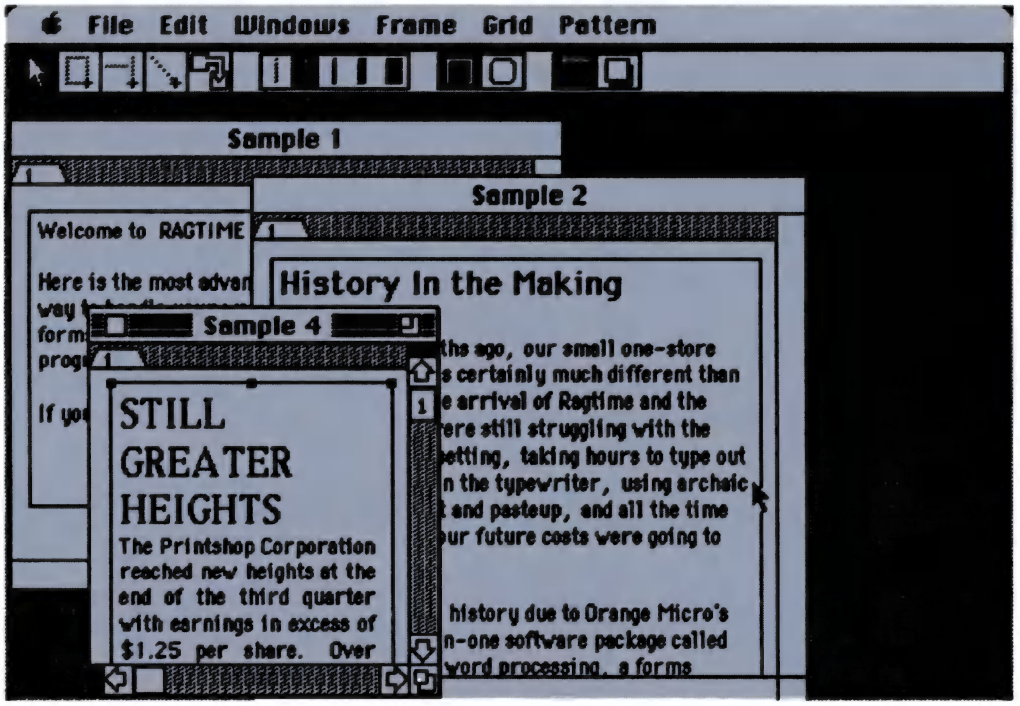


Assume for the moment that you wanted to use this document for reference purposes, yet continue working on another document simultaneously. Because the Sample 1 frame takes up so little space, you could re-size the window by using the box in the lower right hand corner of the window.

Place the arrow cursor on the size box, press the mouse and drag the corner of the window up toward the frame. Release the mouse button to complete the re-sizing of the window. The gray desktop (or any other active windows) will appear underneath. The window and document can now be saved in this configuration by using the **Save** command.

Keeping Windows in Perspective

Once you open more than one document and begin to resize the windows with the size box, you will begin to get a layered effect. One window will overlap the next.



If you don't like how the windows are arranged, you can slide them around the desktop very easily by using the title bar. This way you can also view the contents of several open windows the same time.

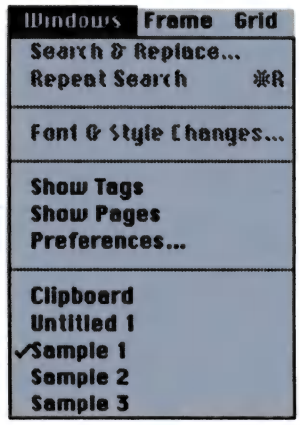
Place the arrow anywhere in the title bar of the window you wish to move.

Now drag the mouse so that the window slides to the new location of your choosing.

Moving between Windows

Once several documents have been opened, you can move back and forth freely between them. There are two methods of doing this:

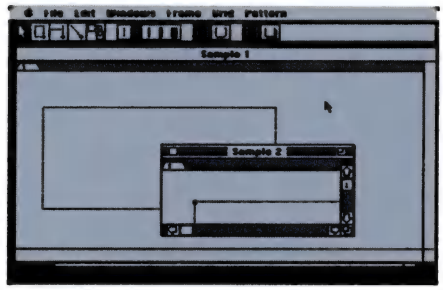
1. The first way to move between windows is to pull down the Windows menu and select the alternative window in which you wish to work. As soon as you release the mouse, the new window will become active as evidenced by the thin lines showing in the title bar. You can then work in this window.



Inactive window (no lines in title bar):

Active window (lines appear in title bar):

2. The second way to move between windows assumes that some part of the other window is visible on the page. Just click the mouse anywhere inside the window to which you wish to move and the new window will become activated.



Copying between windows

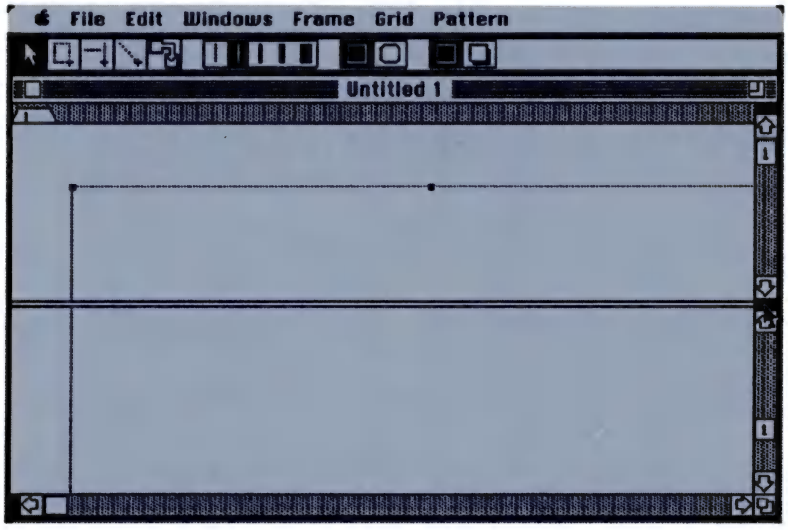
Cutting or copying information from one document in one window to another makes use of the Macintosh feature known as the clipboard. The information is cut or copied from the document on one window to the clipboard. The active window is changed. Then the information can be pasted into the location in the new window.

Refer to the Text, Picture, and Spreadsheet sections for specific information on how to cut or copy.

Split Windows

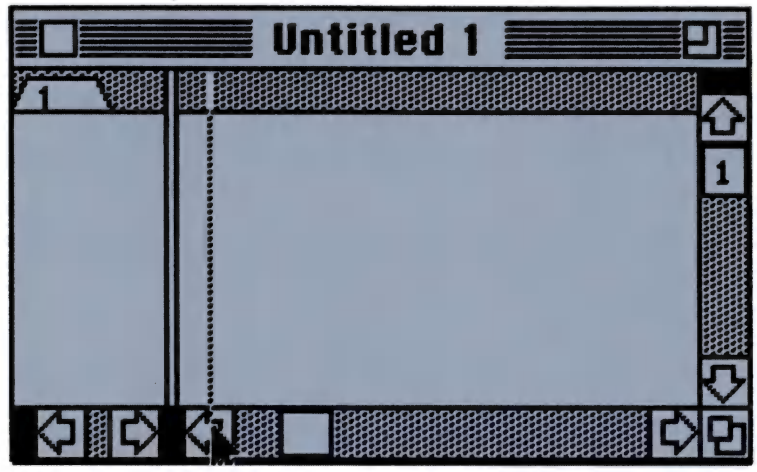
RAGTIME allows a window to be split into separate parts or "panes." If a window is split horizontally, each pane can be scrolled by itself. The split windows feature allows you three horizontal views of any portion of the same document. (Splitting the window vertically is also possible as shown on the next page.)

To split a window horizontally, move the arrow to the black rectangle located at the top of the scroll bar on the right hand side of the window and press the mouse. A dotted line will appear across the page.



Drag the black rectangle down the scroll bar. As the mouse button is released, the split window is set. One additional split across the window may also be set by going back to the black rectangle once more and repeating the same exercise. To remove the split lines, simply reverse the steps.

From one to two vertical splits can also be introduced.

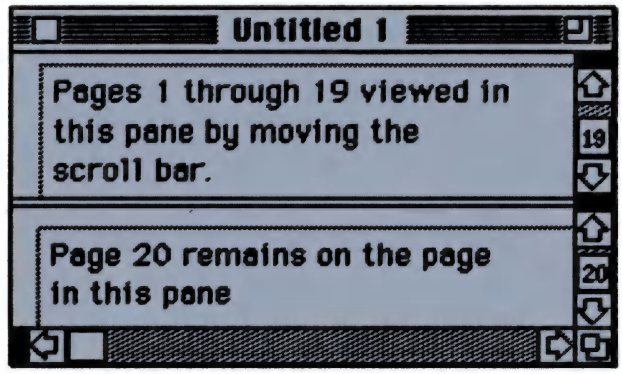


Place the arrow in the black rectangle in the far left edge of the bottom scroll bar and, while the mouse is pressed, move the rectangle to the right.

Editing Split Windows

In the sample shown below, notice how each pane has its own scroll bar. You can work in each pane as you would normally work on a full page window.

Also notice the flexibility that split windows provide. If you were working on page twenty of a twenty page document, you could split the pages so that you could view the contents of pages one through 19 in the top pane at the same time that page 20 was being viewed on the bottom pane.



IMPORTANT NOTE

Split screens have no effect on printing and will not be printed.

You can introduce pipelines while using split screens (for example, pipeline from page 1 to page 17).

If you edit in one pane, the editing will be reflected in the balance of the the panes. If you save the document while the split screens are displayed, the split screens will be saved as well.

WORD PROCESSING

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Introduction

The Word processing section consists of 5 areas intended to be read sequentially. Located on the RAGTIME disk are sample documents used in conjuction with this section.

These sample documents are:

Sample 1 - Welcome to RAGTIME!
Sample 2 - History in the Making
Sample 3 - Pipeline Practice
Sample 4 - Still Greater Heights
Sample 5 - "Dear Randy" Letter

NOTE: Detailed explanations of all Word Processing functions are available in the Reference part of the user's guide.

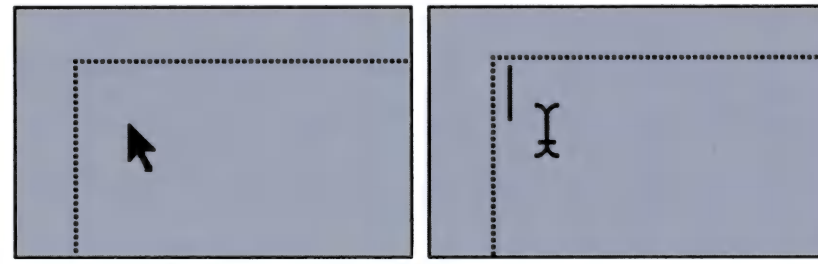
Getting Started

Starting the Word Processor

1. Start up RAGTIME by placing the arrow on the RAGTIME icon and clicking the mouse.

2. After the program is loaded, you should see the Page layout option at the top of the page:

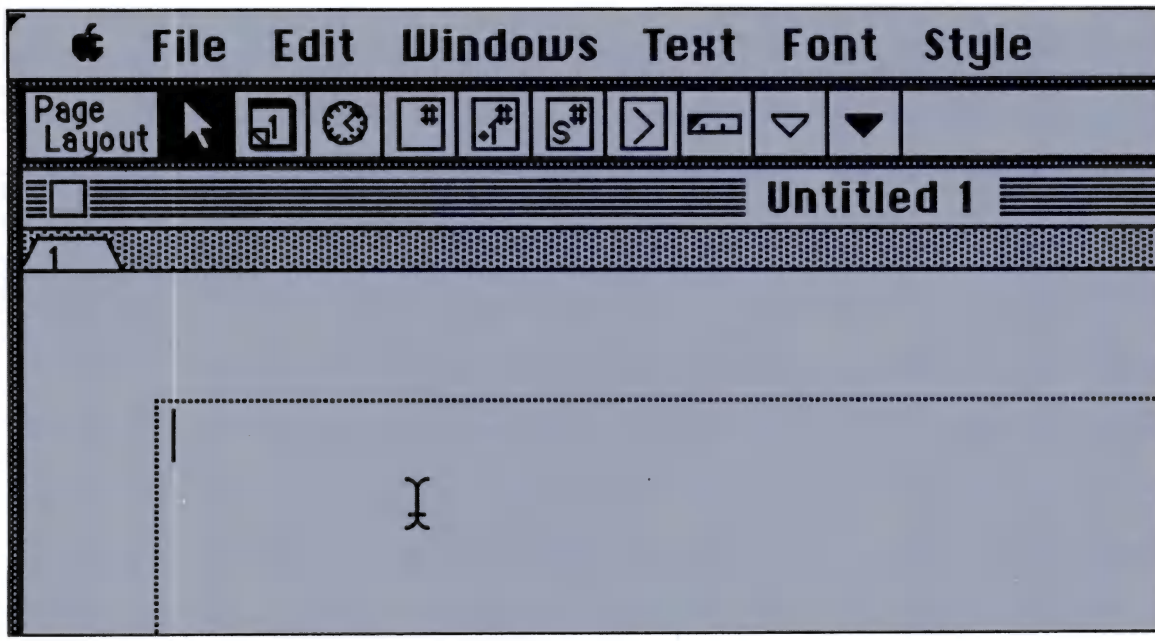
3. Shift the mouse until the arrow moves anywhere inside the top of the frame.



Then click the mouse button. A blinking vertical bar will appear in the frame called the "caret." The arrow will have changed into an I-beam cursor. Whenever the arrow moves inside a text frame, it will appear as an I-beam. Also notice that the option has changed, a page layout symbol

appearing to the far left.

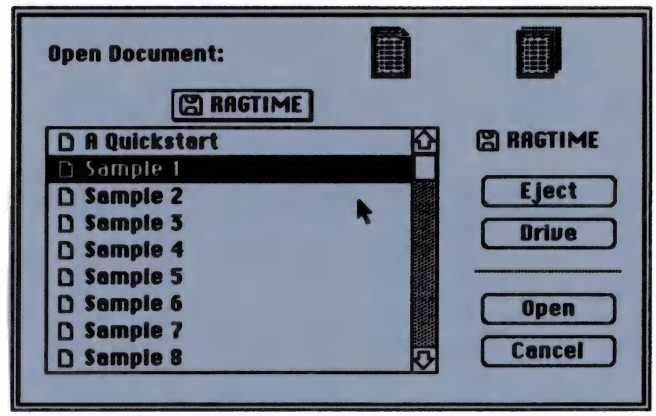
You are now ready to enter text.



Opening a Sample Document

Your RAGTIME disk contains several sample text documents. To view the list of these documents, move the mouse to the the top of your page. Pull down the File menu and select **Open**.

This dialog will appear:



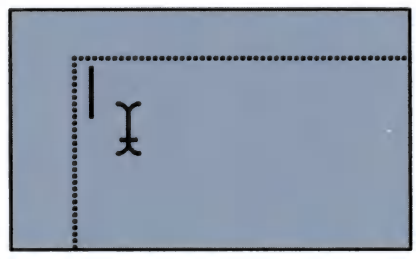
Place the arrow on the document entitled "Sample 1" and click the mouse button to select. Then, place the arrow on the "Open" button and click again.

With the Sample 1 document on your desktop, read through each of the features below starting with "The Caret."

The Caret (Inserting Text with the aid of a Caret)

Whenever you are using the text option and move the arrow inside a text frame, the arrow will change into an I-beam cursor (shown right).

When the mouse is clicked, a blinking vertical bar appears known as the "caret." The caret marks the place where you may begin typing or editing text. To move the caret, place the I-beam on another line of text, and click the mouse again.



Place I-beam and click mouse

With the Sample 1 document on your desktop, place the I-beam after the exclamation point of the word "watch!" and click the mouse.

> Welcome to RAGTIME !
>
> Here is the most advanced, complete and versatile way to handle your wordprocessing, graphics, forms and spreadsheet needs. All from one program, all at one time.
>
> If you don't believe it, just watch!

Notice the blinking vertical bar (caret). Now type this sentence:

Nothing could be easier.

Automatic Wordwrap

With RAGTIME, the sentences automatically wrap around the edge of the page as you type. You do not have to press "Return" each time you reach the end of a line. This feature is called "Automatic Wordwrap." Notice how the words "Nothing could be easier" wrapped around to the next line as you typed them.

> If you don't believe it, just watch! Nothing could be easier.

Helpful Hint

Because of wordwrap, the only time you have to press the Return key is when starting a new paragraph. Formatting is done with greater speed, and text automatically reflows with editing.

Backspace Key

The backspace key acts as an eraser. It takes you backwards through the document, one space at a time. Move the I-beam after the word "easier" and click the mouse so that the caret appears. Now press the backspace key once and watch the last character of the word you just typed disappear. Keep the backspace key pressed to erase the entire sentence.

Removing blank lines

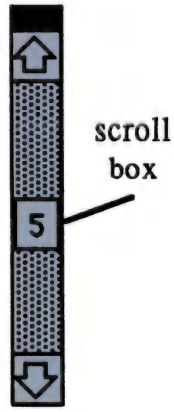
The backspace key will also remove blank lines. Move the I-beam in front of the word "If," click the mouse so that the caret appears, and then press the backspace key. The blank line between the paragraphs will disappear. You can also join the paragraphs by pressing the backspace key once more. Your document should now look like this:

> Welcome to RAGTIME !
>
> Here is the most advanced, complete and versatile way to handle your wordprocessing, graphics, forms and spreadsheet needs. All from one program, all at one time. If you don't believe it, just watch!

To put the paragraphs back the way they were, just leave the caret in front of "If" and press the Return key twice.

Scrolling

The vertical bar at the right hand side of the window is for moving quickly up and down (or backwards and forwards) through the document. This is known as "scrolling."



Place the arrow on the scroll box and move the mouse in order to see the balance of a document. If you had a ten page document and moved the scroll bar half way down, you would move approximately to page five.

When scrolling, a number appears in the verical scroll bar to show you what on page you are currently working. If you click on the gray area on either side of the scroll box, you will skip a half page in either direction.

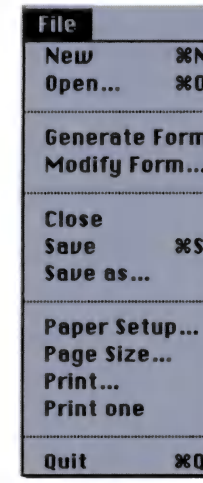
Click on an arrow to scroll up or down line by line.

An additional scroll bar is located at the bottom of the window for scrolling documents to the left and right.

Saving and Closing the Document

To save work in progress, pull down the File menu. Notice the three choices grouped together: Close, Save, and Save as.

To select, move the mouse until the item is highlighted and then release the mouse button.



Save Option

If you choose **Save**, all information in a document will be saved under the title shown at the top of the window, and you may continue working. The word File will become highlighted on the option until the saving operation is completed. (Note: The Command S combination can also be used to accomplish this task. See "Command Keys" in the Reference section for details.)

If you have opened a document and never saved it, you will receive a dialog asking you to enter a name for the document.

Helpful Hint

Always save your document at regular intervals as you work on it. Then, if a power failure or other mishap should occur, the greater portion of your work will already be on the disk where you can recapture it. Make it a policy every few minutes during a work session to use the Save option.

Save as...

At this point, the Sample 2 document probably holds very little resemblance to the original document opened when you started.

With **Save as,** you can keep the old document and create a new document from it. The new document will be a copy of the original, plus any changes made since it was opened.

To end section 2, save the Sample 2 document with the name "My document." Pull down the File menu and select **Save as.** Type in the name of the new document after the caret. Press the Return key to execute the command.

Notice that the name in the Title Bar now reads My document

The old document Sample 2 has not been changed and is still saved. To close My document, pull down the File menu and select **Close.** Once the document has been saved, selecting Close will take you back to the original open document, Untitled 1, or an empty desktop.

Close option

In addition to Save as, you can also pull down the File menu and select **Close.** A dialog with the following message will appear:

Three buttons will appear below the message:

Save
Cancel
Discard changes

If you click on **Save**, the document will be saved and then closed.

If you click on **Discard changes**, you will close the document without saving it. All changes made since the last save to disk will not be saved.

If you click on **Cancel**, the dialog will be canceled and no action taken.

Close the Sample 1 document by placing the arrow on the Save button and clicking the mouse. If you wish to take a break, refer to the section on "How to Exit" in the Ragtime Fundamentals, Getting Started Tutorial.

Basic Editing

Before starting this section, the Page layout option should be showing at the top of your window. If not, click on the Page layout icon.

Open the document entitled Sample 2 by pulling down the file menu and selecting **Open**.

With the dialog on your screen, select the document entitled "Sample 2" by placing the arrow on top of the word Sample 2 and then clicking the mouse. Then click the Open button. This document will appear:

History In the Making

Up until six months ago, our small one-store printing shop was certainly much different than today. Before the arrival of RAGTIME and the MacIntosh, we were still struggling with the high cost of typesetting, taking hours to type out simple articles on the typewriter, using archaic methods of layout and pasteup, and all the time wondering what our future costs were going to be.

Now all of that is history due to Orange Micro's impressive all-in-one software package called RAGTIME. It puts word processing, a forms generator, page layout and spreadsheets at your fingertips. There are dozens of new features, easy to learn and use. We wonder now how we ever got along without it!

Can you believe it? Tomorrow we will open our third new store.

Using the Sample 2 document, you will be able to practice a few of the basic editing features used with RAGTIME. These include:

Inserting and Removing Text
Cutting and Pasting Text
The Undo Command
Copying Text to a New Location
Search and Replace Functions

Inserting and Removing Text

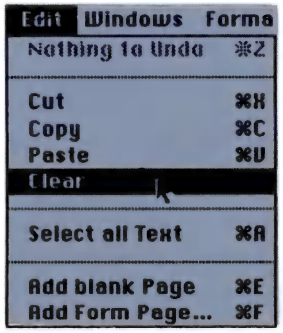
With the Sample 2 document on your page, move the cursor immediately in front of the word "certainly." Click the mouse so that the caret (blinking vertical bar) appears. Type the word "incredibly." The first paragraph should now appear this way:

> Up until six months ago, our small one-store printing shop was incredibly certainly much different than today. Before the arrival of RAGTIME and the

You can insert text anywhere by simply moving the I-beam cursor to the exact spot and clicking the mouse so that the caret appears. Then go ahead and type.

To remove text, you must first highlight the text. To do this you can either move the cursor on top of the text you wish to remove and drag the mouse. Or, double click the mouse. (An example of double click: Double click the mouse in front of the word *"certainly."* Now place the cursor on *"much"*, hold down the shift key and double click.)

> Up until six months ago, our small one-store printing shop was incredibly certainly much different than today. Before the arrival of RAGTIME and the



Pull down the Edit menu by placing the arrow on the word Edit and pressing the mouse button. Drag mouse until the word **Clear** is selected and then release the mouse button.

Other methods also may be used to remove text. Once the text is highlighted, you may press the backspace key, or just begin typing new text which will cause the old text to be deleted.

After the words *certainly much* are cleared from the paragraph, the remaining words in the paragraph automatically adjust themselves.

Up until six months ago, our small one-store printing shop was incredibly different than today. Before the arrival of RAGTIME and the MacIntosh, we were

Cutting and Pasting Text

One of the joys of word processing is the ability to move sentences, paragraphs, or words from one place to another. The terms "cut and paste" describe a Macintosh feature for cutting a section of text from one place and pasting it in a new location.

To demonstrate how to cut and paste, return to the document you have been using entitled "Sample 2." Using the vertical scroll bar at the right of the window, move the scroll box down until you see these sentences: "Can you believe it? Tomorrow we will open our third new store."

Place the caret in front of the word *Can*, but this time highlight the entire line all the way across by holding the mouse button down and drag down the left border.

to learn and use. We wonder now how we ever got along without it!

Can you believe it? Tomorrow we will open our third new store.

Do not release the button until both lines are highlighted. Then pull down the Edit menu and select **Cut**. As you release the mouse, the sentence will disappear from the page.

Actually, it is being saved by RAGTIME on the clipboard until you are ready to use it again. To see the contents of the clipboard, pull down the windows menu and select **Clipboard**. After you have seen the contents, click on the close box to make the clipboard disappear.

Now go back to the scroll bar and move it back to the top of the page. Put the I-beam cursor in front of the word *Up*.

Click the mouse so that the caret appears. Pull down the Edit menu, select the word **Paste** and then release the mouse button. The sentences that you cut at the end of the document will now be pasted exactly where you placed the caret.

History In the Making

Can you believe it? Tomorrow we will open our third new store. Up until six months ago, our small one-store printing shop was certainly much different than today. Before the arrival of RAGTIME and the MacIntosh, we were still struggling with the high

Anytime text is cut, the information saved by RAGTIME remains saved temporarily on the clipboard until another cut is made. For example, place the caret anywhere on in the text on the page, pull down the Edit menu and select **Paste** again. The same cut may be pasted as often as you like, until another cut is made.

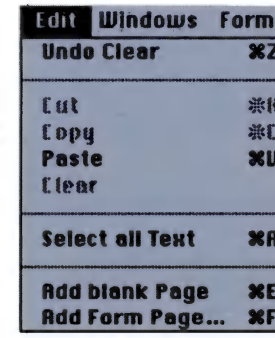
Copying Text to a New Location

Copying text is similar to cutting and pasting. The sequence of steps is as follows:

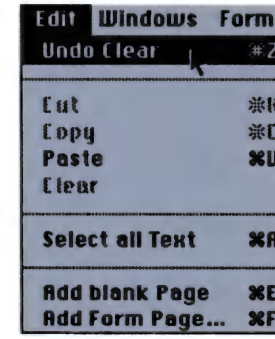
1. Highlight the area to copy by dragging the caret across the text.
2. Pull down the Edit menu and select **Copy**.
3. Use the scroll bars and arrow to move to the new area where you wish to paste the copied text.
4. Click to activate the caret.
5. Pull down the Edit menu and select **Paste**.

The Undo Command

What happens when you clear the wrong word, cut the wrong sentence, paste a paragraph in the wrong place, type the wrong numbers, or backspace when you shouldn't have?



The Undo command is a Macintosh feature that allows you to recover from certain mistakes. Anytime you want to go back to what the text was before you made the error (good to the last undo), pull down the Edit menu and make the Undo selection.



To practice the Undo command, erase a large portion of the Sample 2 document by using the Clear selection on the Edit menu. Then pull down the Edit menu and notice the first selection **Undo Clear**. By selecting the Undo command, you can restore the text to its former condition.

The list of possible word processing undo commands are as follows:

Undo Clear
Undo Cut
Undo Paste
Undo Typing
Undo Copy
Undo Ruler
Undo Format
Undo Change (after one Search and Replace)

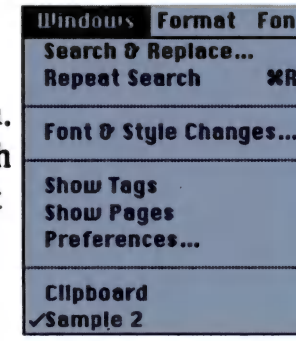
Warning: Every time you take a new action, the last action is lost for undo purposes. You can only undo the very last action. Note that clicking the mouse is in itself an action which will clear the last action taken.

Search & Replace

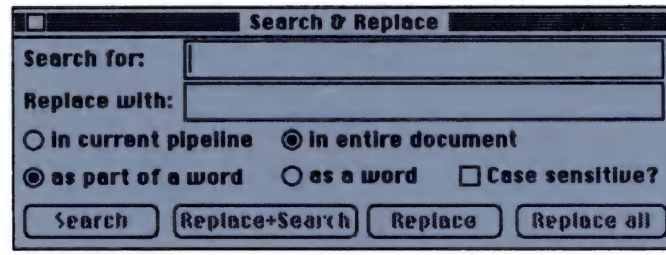
When working with text documents, especially when you have more than one page, the Search & Replace feature allows you to search through the document and locate a word, a part of a word, or any other combination of characters. Once you have located the text, you have the option of changing it manually and continuing the search. Or you may change it automatically with the **Replace all** command.

Using Search

In the Sample 2 document, assume that you wanted to find the word "the." Pull down the Windows menu. Observe the options at the top: Search & Replace and Repeat Search. Select **Search & Replace.**



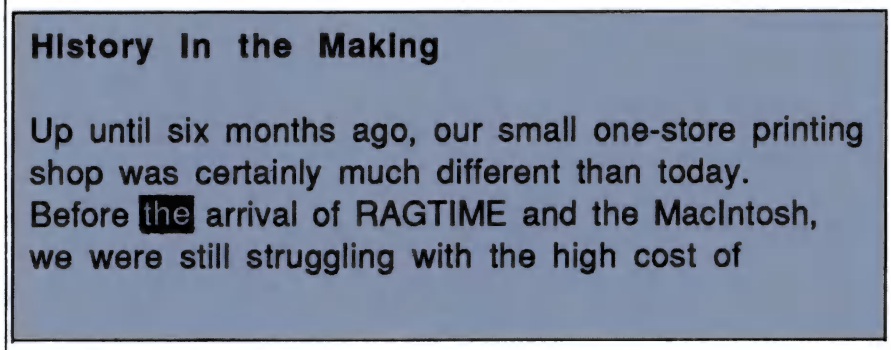
The following dialog will appear:



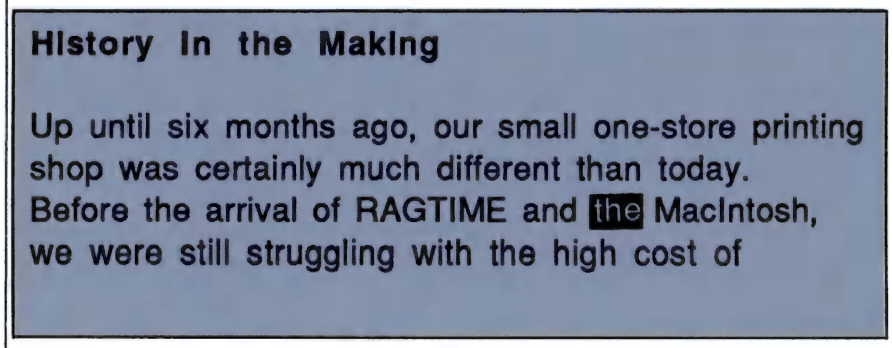
Notice the caret blinking in the box. Type in the word "the" and press the Tab key to go the next line. Now move the mouse so that the arrow is on the **Search** button and click. RAGTIME will automatically search for the word "the." The search will take place frame by frame in all text in the document.

If you start the search in the middle of a document, the search will loop around to the beginning until it reaches the caret again.

Depending where you are in the document, the search will stop at first instance of the word "the" and highlight it.



To search for the next instance of "the," click on the word Search in the dialog. The next instance of the word "the" will be located.



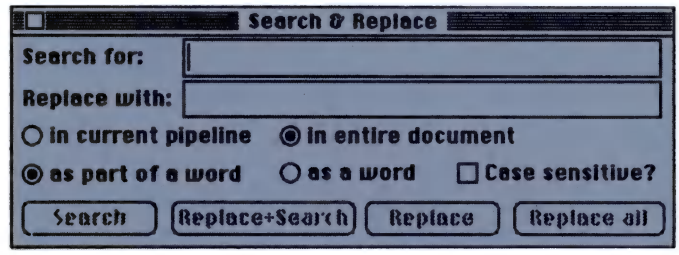
In current pipeline - This selection allows you to search only within the frames that are connected to one another via pipelines.

As part of word - You may choose between searching for a whole word, or a part of a word. If searching for "the" as part of a word, you might find such words as "theatre" or "other."

Case Sensitive - Click on this box if you wish to search for the exact upper and lower case (capital and non-capital letters) typed with your word or phrase.

Using Replace

The replace function works together with search to help you not only find a word, but replace it with another word at the same time. Pull down the Windows menu, and select **Search & Replace.** When you release the mouse button, this dialog will appear:



Type in the word you wish to find. Press the tab key and then type the new word you wish to use a replacement. Initiate the search by moving the arrow cursor onto the Search button and clicking the mouse. When the first instance of the word is found, a new, smaller dialog will appear giving you four choices:

Search: Click on this button to skip the current text and continue the search.

Replace & Search: Click on this button to replace the current text and continue the search.

Replace: Click on this button to change the current text. If you wish to discontinue the search, click on the close box in the upper left corner of the dialog.

Replace all: Click on this button to have the search and replace operation take place automatically throughout the frame, pipeline, or document as specified.

Repeat Search

If you have stopped the Search & Replace operation in order to edit, pull down the Windows menu and select **Repeat Search** to reinitiate the process.

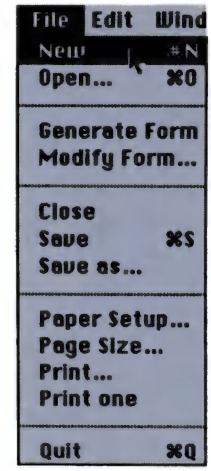
Formatting a Page

In this section you will open a new document and learn how to format text. To "format" means to design how the page will look: its dimensions, line spacing, margins and alignment. Each of these will be discussed with relation to a letter you will be typing.

Creating a New Document

Up to this point you have been using sample documents to practice the different RAGTIME features. Now it is time to create a new document.

If any documents are on your page from previous lessons, pull down the File menu and select **Close**. After closing any open documents, pull down the File menu and select the first option called **New**.

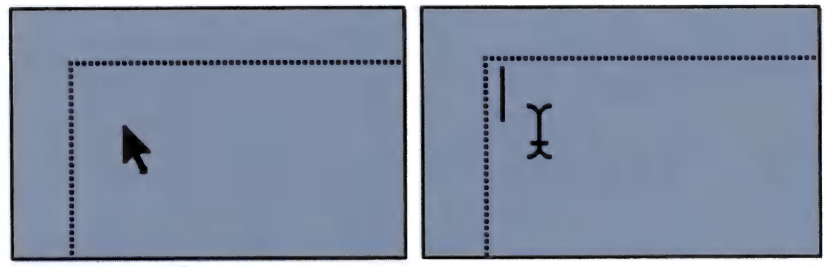


Notice that the Title Bar refers to the newest document on your page as "Untitled 1."

Each time you open a new document, RAGTIME will automatically give the document a name until you save it with another name. If an untitled document was already on the desktop when you used the New option, your Title Bar will read Untitled 2. Go ahead and use Untitled 2 for this lesson. (This is just RAGTIME's way of keeping track of new documents, should you open several at once.)

Always remember that text is only entered inside a frame. The Text option can be activated at any time by this process:

1. Place the arrow (or I-beam) cursor inside a text frame.
2. Click the mouse so that the caret appears.



1. 2.

Note how the Text option appears at the top of the screen.

With the caret blinking inside the upper corner of the frame, type the letter as shown on the following page. Press the Return key where indicated, and use the backspace key to back up and erase any mistakes.

Helpful Hint

When the border of the frame is actually wider than the window, the page will automatically scroll to the right and left to accommodate the new text that is being entered.

Begin by typing today's date:

Today's date **(press Return twice)**

Randy Harper **(press Return)**
PRINT SHOP HEADQUARTERS **(press Return)**
430 Central Ave. **(press Return)**
L.A., CA 90001 **(press Return twice)**

Dear Randy, **(press Return twice)**

Our new store here in Weed has only been open for a week, but we've already had hundreds of customers. **(press Return twice)**

Fast, friendly service is important, but the real key is using RAGTIME. We do word processing for letters, resumes, reports and even full-length books! **(press Return twice)**

Our newest project has been a newsletter for a local service organization. There seems no limit to what we can do. **(press Return twice)**

Best of luck! **(press Return four times)**

Judy Holiday **(press Return)**
PRINT SHOP NO. 3 **(press Return)**

NOTE: Because the width of the frames (shown in the lesson and on your page) will be different, the document that you are typing may appear slightly wider.

Once you have your letter typed, use the **Save as** command in the File menu to save it with the title "Letter."

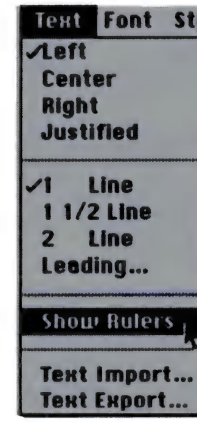
Rulers

RAGTIME makes use of "rulers" to format the text you are typing. With a ruler, you can assign margins, indents, tabs and decimal tabs.

A ruler is automatically entered inside the top of each text frame. Rulers can also be inserted to make formatting changes within the body of the text. Normally, the ruler is not visible, but can be made visible by the Show Rulers command.

Show Rulers
Hide Rulers

With the letter you have typed on your page, use the vertical and horizontal scroll bars to go to the top of the page. Click the mouse so that the caret is blinking inside the text frame; the caret must be showing. Pull down the Text menu and select **Show Rulers**. The ruler will appear at the top of the letter. When the ruler is shown, changes such as adding tabs or adjusting margins, can be made. To hide the ruler again, pull down the same Text menu and select **Hide Rulers.**



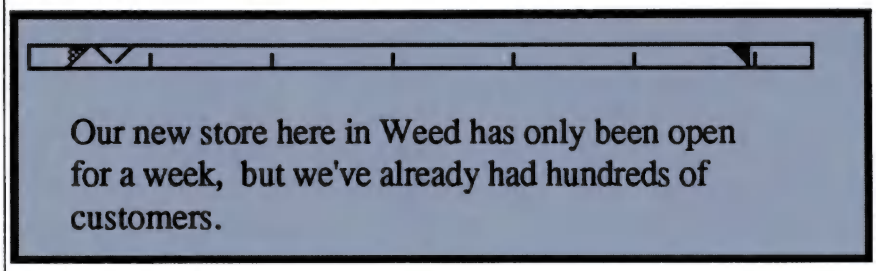
Automatic Reflow of Text

Whenever a frame is resized by using the handle on the right or left border, the text will automatically be adjusted inside the frame. This adjustment to fit the margins is known as the "reflow" of text.

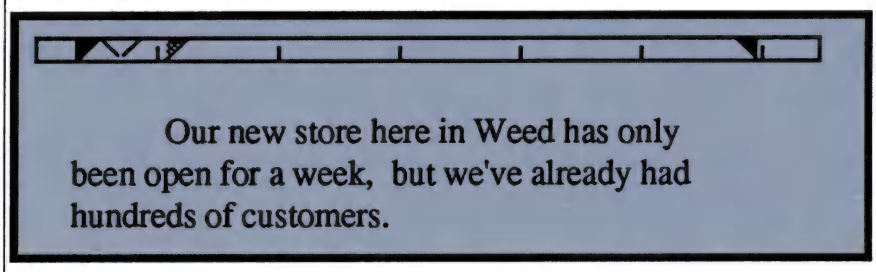
NOTE: If the ruler has already been adjusted, the reflow can only be accomplished if the right frame border is first moved over the right margin marker of the ruler, the mouse released, and then the border moved again.

Samples of Rulers in use

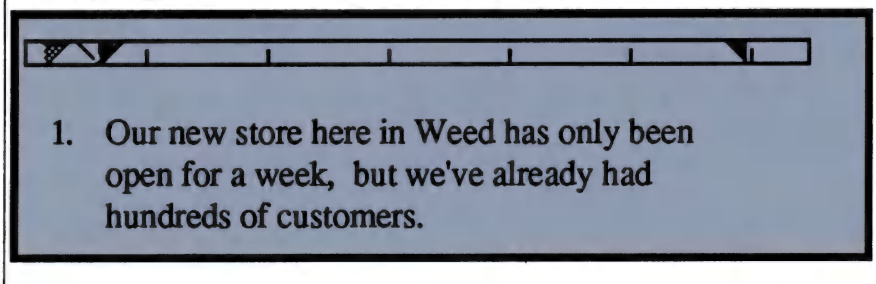
Margins



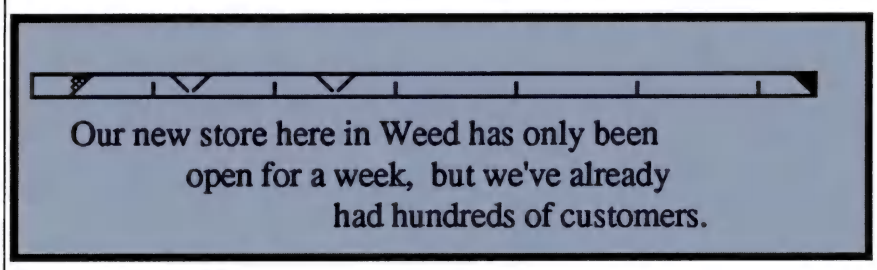
Normal indent



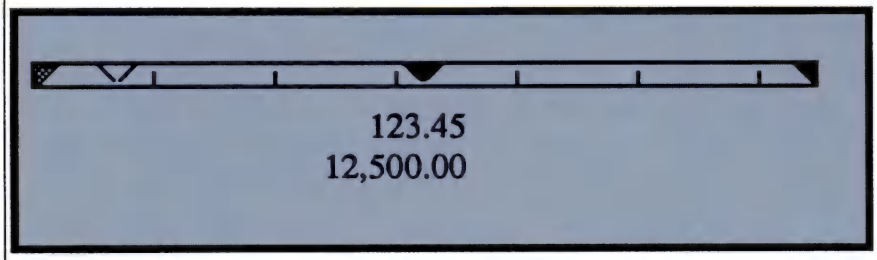
Hanging indent



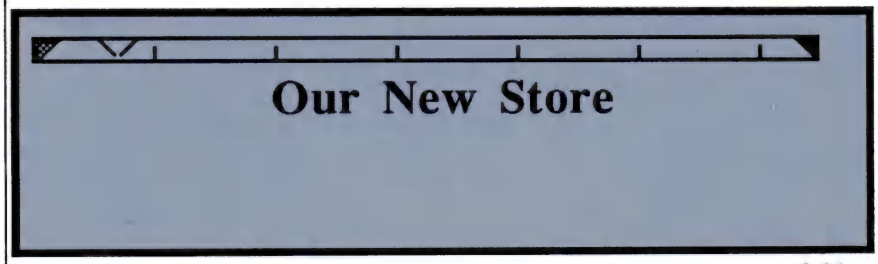
Tabs



Decimal Tabs



Headlines (NOTE: See also: "How to Center Headings.")



Parts of the Ruler

The ruler helps you to format text on a page by assigning margins, indents, tabs and decimal tabs. Each of these functions is associated with a symbol on the ruler itself:

Left Margin | Indent | Tab | Right Margin

When you first see the ruler, the Indent triangle will be sitting directly on top of the Left margin symbol. Any of the symbols can be adjusted. First, click the mouse inside the text frame to start the caret blinking. Then move the mouse so that the I-beam comes in contact with the ruler. As this occurs, the I-beam cursor will turn into an arrow.

<------- --------->

To move a symbol, press the mouse button when the arrow comes directly in contact with the symbol and drag it horizontally along the ruler to the desired location. Be sure to use the arrow! (Note that the left margin symbol is accessed by moving the indent symbol first.)

Insert New Ruler

To adjust the text format, new rulers can be added anywhere that text has been entered. Look at the letter document once again. In the Text option at the top of the screen you will see a small ruler icon.

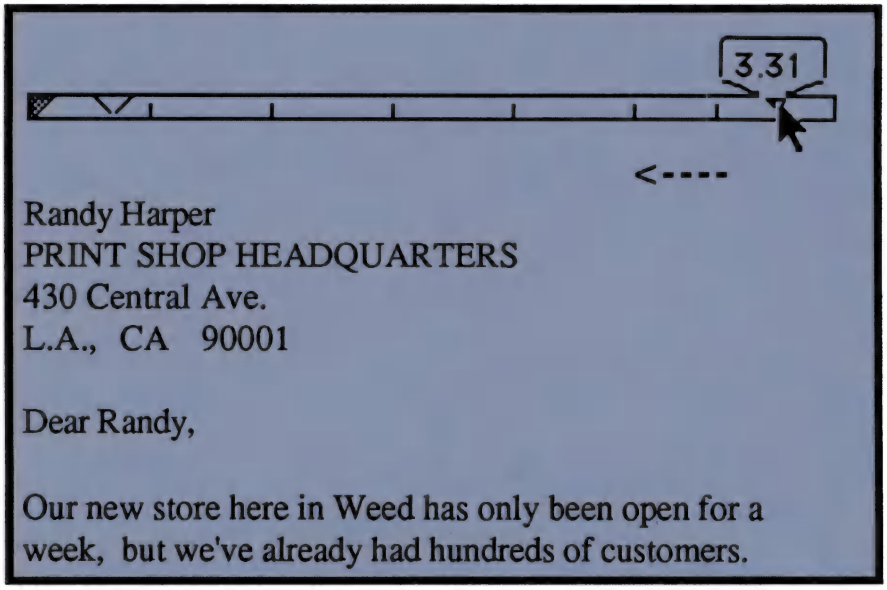
Place the arrow on the ruler icon and click the mouse so that the icon is selected. YOU CANNOT DRAG THE ICON.
Move the mouse without pressing the button, and the ruler icon will move with it. Having "picked up" the icon, you can then move it to any line where text has been entered inside the text frame. As soon as the mouse is clicked, the miniature ruler will be activated for the width of the text frame.

Margins, Indent, Tabs, Decimal Tab

To practice these ruler features, return to the letter document for a moment. Scroll to the top of the page and use the Show Rulers command if the ruler is not already showing.

Margin

Scroll to the right of the page, and locate the right margin triangle. Place the arrow on the triangle, press the mouse button, and move the triangle to the left. The ruler will show a tag that represents the width in inches from the left edge of the ruler. Adjust the right margin to 3.31 inches to match the letter sample. As you release the mouse button, the text will automatically reflow to the new width. (NOTE: Resetting right margin can also be done with the right frame border. See Automatic Reflow of Text.)



Indent

The indent symbol in the ruler allows you to indent paragraphs automatically. To use the indent, you must first separate the left margin triangle from the indent triangle by moving the left margin triangle. Then when the indent becomes visible, move it to the appropriate location. Then move the left margin back again.

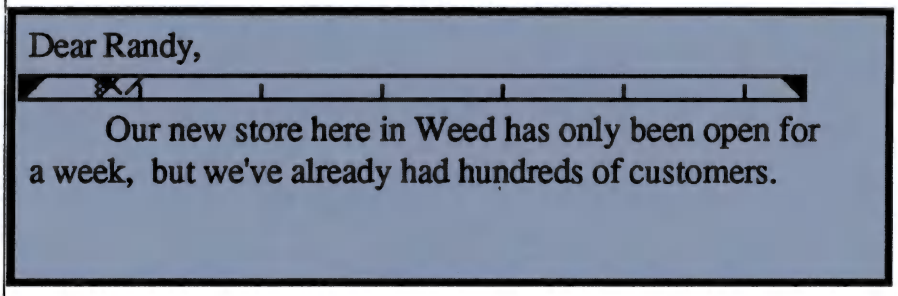
1. ------->
Move left margin

2. --------->
Move indent

3. < -------
Move left margin back to original place.

Sample indent

With the letter document on the page, insert a ruler just below the opening "Dear Randy."



Move the left margin and indent symbols as described on the last page to change the indent. Notice that all paragraphs on the page are indented accordingly. Once an indent is set up on a ruler, all paragraphs will automatically be indented until a new ruler is inserted into the text.

Tabs

Tabs are used in conjunction with the Tab key on your Macintosh keyboard. Set the tab and then use the tab key to skip across or "tab" to each tab marker. Because the Macintosh uses proportional spacing for its characters, you must always use the tab key and not the space bar for exact placement of text.

Each ruler is set with one tab (or tab marker) like the symbol to the right:

Additional tabs may be added with the same basic procedure as used to add rulers:

In the Text option at the top of the screen you will see the small tab icon.

Place the arrow on the tab icon and click the mouse so that the icon is selected. YOU CANNOT DRAG THE ICON. Move the mouse without pressing the button, and the tab will move with it. Having "picked up" the tab, you can then move it to any position inside the ruler. As soon as the mouse is clicked, the tab will be activated. Check the positioning by putting the arrow on the tab and pressing the mouse button. Drag the mouse to the left or right to reposition the tabs.

To delete the tab, drag it horizontally out of the ruler.

Decimal Tabs

Decimal tabs are used to align columns of numbers. An example might be a series of dollar and cents figures. Follow these steps to set up a decimal tab:

1. Insert a new ruler into the text, making sure that there are sufficient blank lines underneath the ruler to accommodate the column of numbers.

2. Using the same method as described under the Tabs section, select the decimal tabulator from the Text option and move to a place on the ruler.

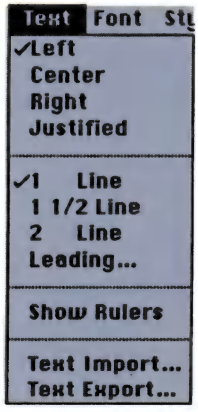
3. Beneath the ruler line, hit the tab key so that the caret lines up with the decimal tab. Then type the number.

Tab ---------->
88.
1,200.00
1,200,255.65667543

The numbers to the left of the decimal point will automatically adjust to the left of the decimal tab. Type in the decimal point. The numbers entered after you type the decimal will adjust to the right of the decimal tab. (When used with text, decimal tabs behave like "right" tabs, using the period as the breaking point.)

Leading (Line Spacing)

Leading (pronounced "ledding") refers to the measure between the top of one line and the top of the next.
Pull down the Text menu. Notice that there are four line spacing selections:

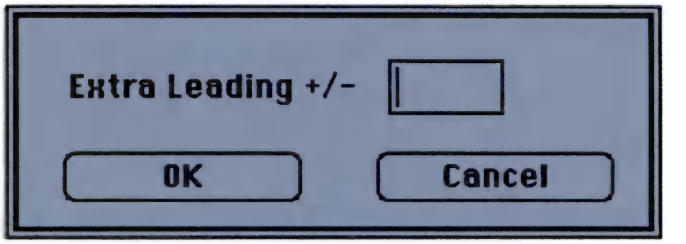


1 Line (Single spaced)
1 1/2 Line (One and a half spaced)
2 Line (Double spaced)
Leading...

The **Leading** selection is for adjusting the vertical spacing in one or multiple point increments.

Leading Manual

In printing and typesetting, a point size is equal to approximately 1/72nd of an inch. RAGTIME allows you to make fine adjustments to the the text by adding or subtracting points to single line spacing between rulers (called leading). When you select **Leading manual** on the Text menu, this dialog will appear:



To vary the point size in single line spacing, enter a plus or minus sign and then the number. Then click on OK.

NOTE: Like changes in justification, tabs, or any format, a change in leading is effective only between or after rulers.

Alignment

The alignment features allows you to style the margins of your text. Pull down the Text menu and observe the four alignment choices. After selection, the text will automatically be re-aligned to the margins.

Left:

Our new store here in Weed has only been open for a week, but we've already had hundreds of customers.

Center:

Our new store here in Weed has only been open for a week, but we've already had hundreds of customers.

Right:

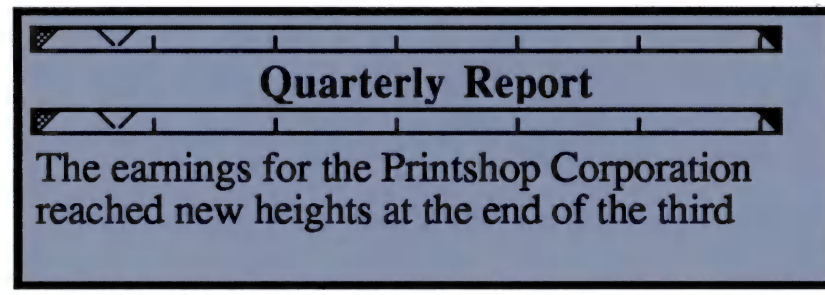
Our new store here in Weed has only been open for a week, but we've already had hundreds of customers.

Justify:

Our new store here in Weed has only been open for a week, but we've already had hundreds of customers.

How to Center Headings

Centering a heading at the top of a page (or anywhere else on the page for that matter) must be done between two rulers in order to leave the balance of the text unaffected.



1. If necessary, insert a ruler from Text option. (Remember that a ruler is automatically inserted at the top of each page.) Then type a heading.

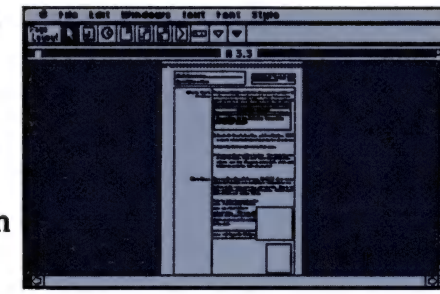
2. Select **Center** from the Text menu.

3. Insert second ruler below the heading. The alignment is still on Center. Place the caret below the second ruler, and then select a text alignment to match the body of your text (either Left, Right, or Justify).

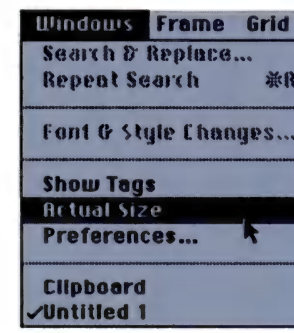
Show Pages

Once you have formatted a page, RAGTIME gives you a method of viewing your work. **Show pages** allows you to look at the entire page on a reduced scale. This is useful when scrolling multiple paged documents, editing empty lines of text, or writing letters.

With the letter document on the page, pull down the Windows menu and select **Show pages.** The screen will display your letter in a full page format as shown in the sample to the right.



When you are finished viewing the page, pull down the Windows menu once again and select **Actual size.**



Using the Close Box to Save Documents

At the far left end of the title bar is the close box.

The close box provides a quick way to close a document. To use the close box, move the arrow to the box and click. A dialog will appear, allowing you to save your document prior to closing with the same choices as if you selected Close on the File menu. If you select Discard Changes, all changes made to the document since the last save will be discarded.

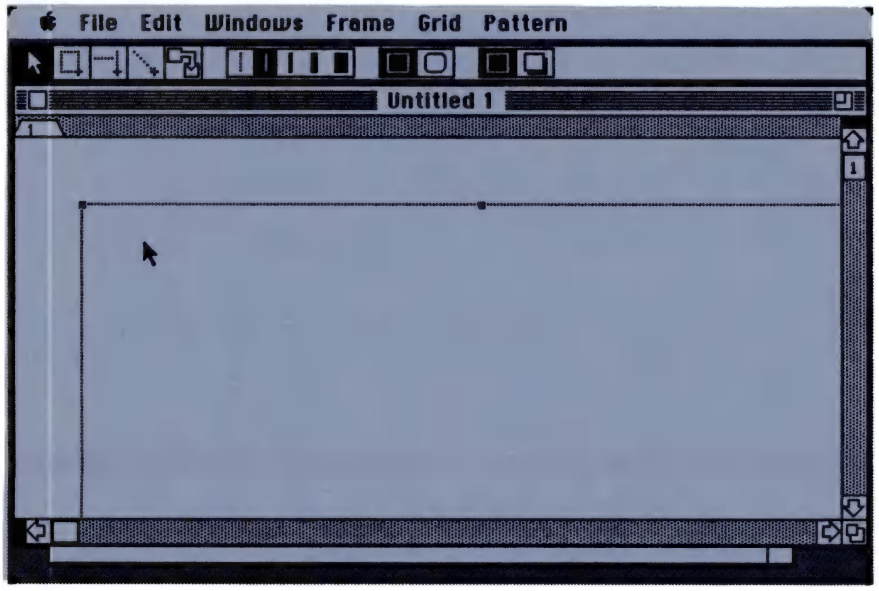
Practice using the close box to end Section 3.

Handling Multi-page Documents

When you are writing documents of more than one page, you will want the advantages of adding and inserting new pages, numbering pages, as well as connecting text between pages via pipelines. These features are covered under this section.

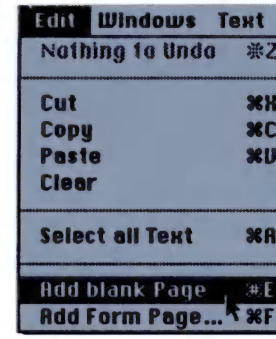
To get started, go to the File menu and open a new document. There should be a fresh page with a blank text frame on your Macintosh screen.

Now proceed through the rest of this section.

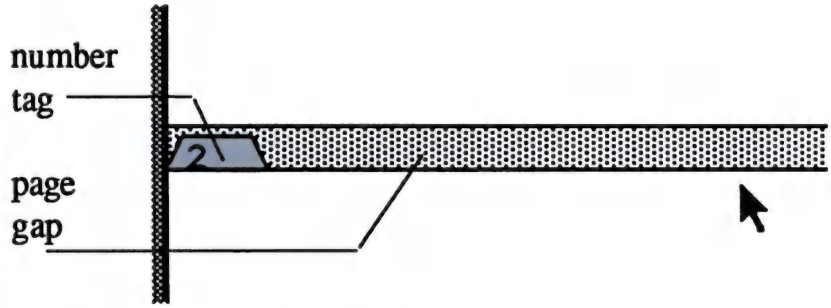


Add a Page

To add a page to a document, pull down the Edit menu and select **Add blank page.**



The first page of the Untitled document will shift up the screen, and page two will appear.

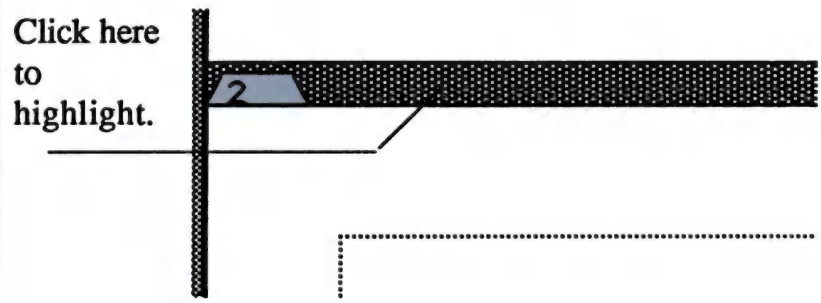


Notice the page number tag shows the number 2. This reference is only valid while the document is on the desktop. If you wish to add a number that will be printed out on the physical page, use the page numbering feature described later in this section.

Insert a page (between existing pages)

To insert a blank page into the document, move the arrow to the page gap between the existing pages. (If necessary, use the vertical scroll bar at the right of the window to locate the page gap.)

Click on the page gap so that it is highlighted.



Pull down the Edit menu. Notice that the selection now reads **Insert blank page** instead of Add Blank Page. Select Insert blank page and a new page will be inserted wherever the page gap has been highlighted.

To see the results of your page additions and insertions, pull down the Windows menu and select **Show pages.** Then use the vertical scroll bar at the right of the window to move up and down. When you are finished viewing with the Show pages option, return to the normal size by pulling down the Windows menu and selecting **Actual size.**

Helpful Hint

The Edit menu has two options for adding pages: Add blank page and Insert blank page.

The Insert option will only appear on the Edit menu *after* the page gap has been selected by clicking the mouse between existing pages.

Page Numbering

RAGTIME provides three different page numbering methods. In the Text option you will see the following icons:

Page number. Whenever this icon is inserted on one page or a series of pages, the page numbers will be consecutive.

Page number plus 1. This icon permits you to indicate the number of the page immediately following the current page. For example:

Continued on page 2.

Sum of all the pages. This icon is used in conjuction with the "Page number" icon. An example of use might be:

Page 8 of 24 pages.

Page number. Sum of pages.

How to insert a page number

A page number is inserted into a text frame in the same way as a ruler is inserted.

In the Text option at the top of the page you will see the small number icon.
Place the arrow on the icon and click the mouse so that the icon is selected.

YOU CANNOT DRAG THE ICON.

Move the mouse without pressing the button, and the icon will move with it. Having "picked up" the icon, you can then move it to any position inside the text frame where text lines have been typed. Click the mouse again, and the number will be activated with a non-printable border.

NOTE: A preferred method of entering a page number is to draw a small frame first, and then place the number inside the frame. The small frame can then be moved to the location of your choice inside or outside the text frame.

Locating a Page with the Scroll bar

With multiple page documents, you can locate a specific page by using the vertical scroll bar at the right of the window. Inside the scroll bar's movable box is the number of the page will be shown as the document is scrolled.

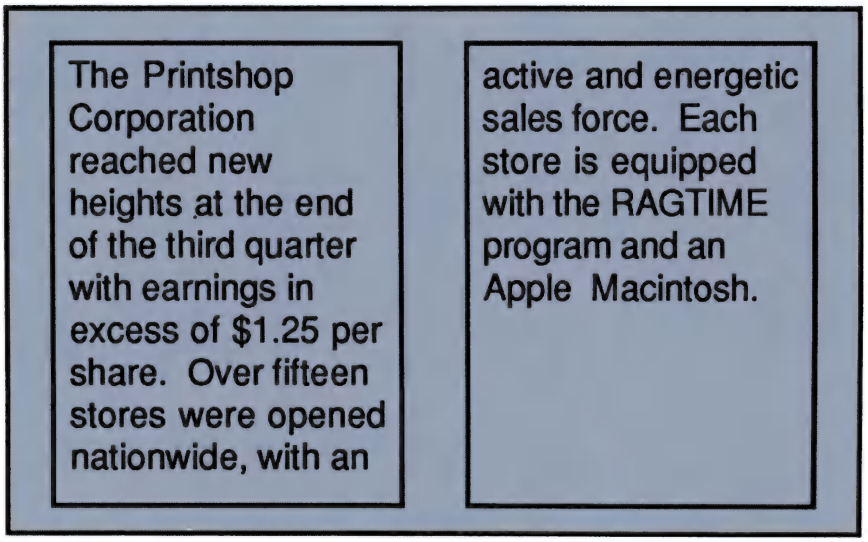
Movable box or "scroll box"

Pipelines

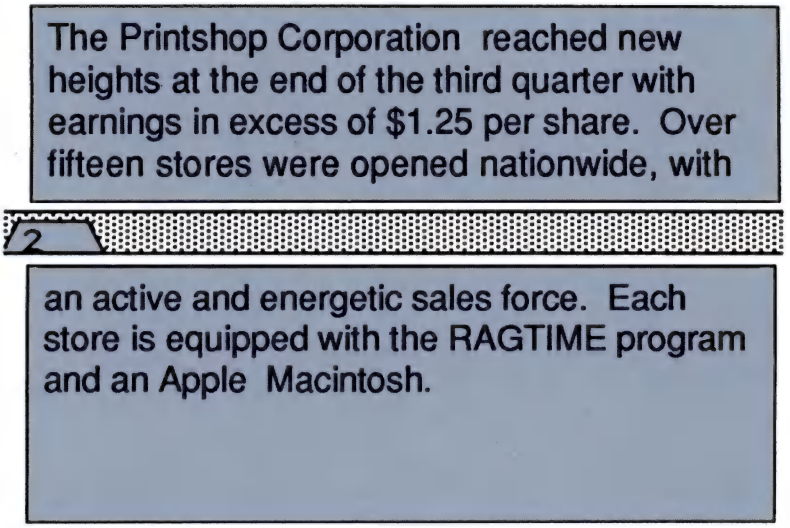
Pipelines are used to connect text frames so that the text flows continuously from one frame to the next. They can link two or more text frames on a single page. Or, they can be used to connect a frame on one page to a frame on another page. Pipelines do not link spreadsheet frames or picture frames.

Here are two samples of text frames pipelined together.

1. Connecting more than one frame on a single page:



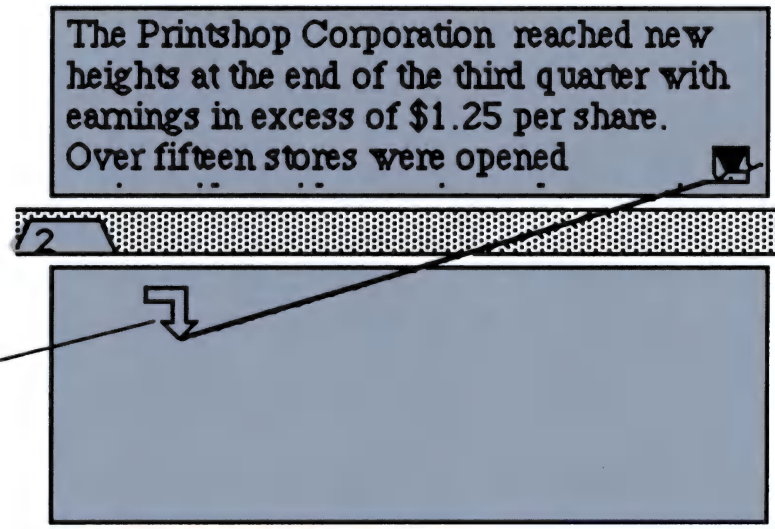
2. Connecting the bottom of one page to the top of another:



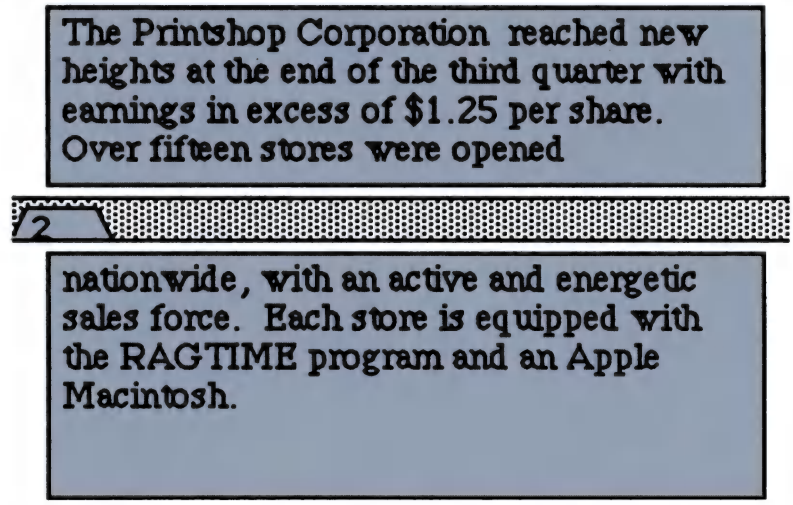
Text Overflow Marker

When text is typed beyond the lower limit of a text frame, a text overflow marker will appear in the lower right hand corner.

This marker alerts you that there is more text in the current frame than space available. You can, of course, adjust the text in the current frame so that it fits. Or you can create a pipeline to an additional frame.



In the example shown, there are two pages separated by a page break. The pipeline symbol is used like a pencil to draw a line between the text frames. Once the pipeline is installed, the text flows from one frame to the next without interruption.



After a pipeline is installed, it is not visible. To determine if a pipeline is present, use the **Show tags** command.

How to install a pipeline

Installing a pipeline is as easy as drawing with a pencil. In fact, the pipeline symbol itself acts like a pencil.

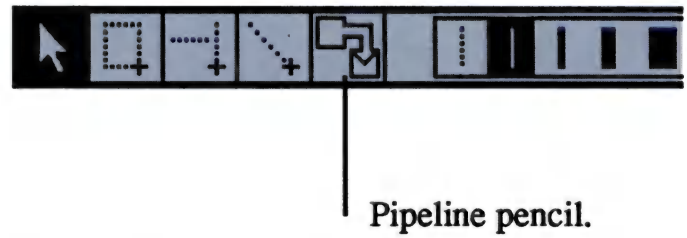
There are two symbols related to pipelines:

Pipeline pencil. This symbol appears on the Page layout option and is used for creating pipelines.

Next frame. This symbol appears on the Text option and is used for forcing all text from a specific point in one frame into the next frame. (Only used with a pipeline.)

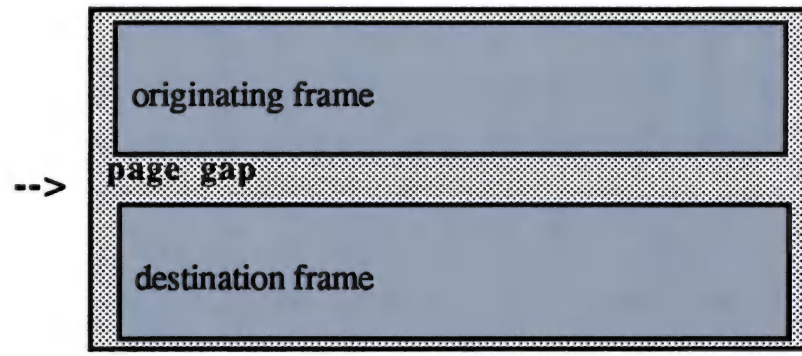
To install a pipeline between two text frames, follow these instructions:

1. If the Text option is showing at the top of your page, move the mouse so that the arrow is in contact with the Page layout icon shown to the right. Click on the icon to bring up the Page layout option:



Notice the location of the pipeline pencil.

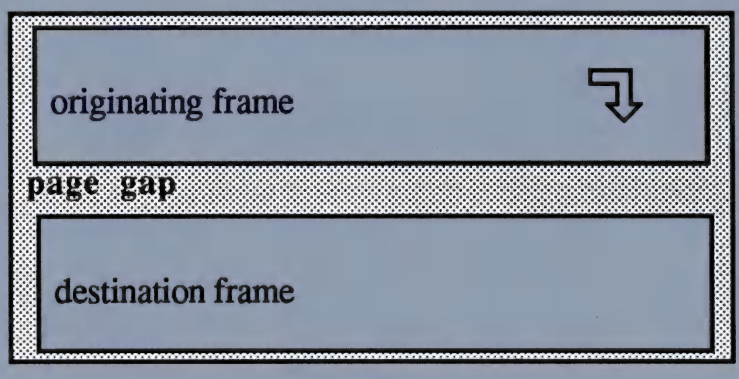
2. Use the vertical scroll bar at the right of the window to scroll to the page gap.



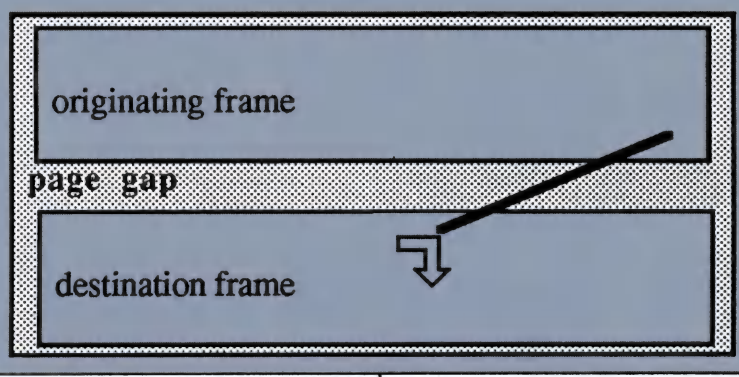
3. Click on the pipeline pencil icon in the Page layout option. (Remember not to confuse this with the Next frame symbol located in the Text option.) Click once to highlight the icon. YOU CANNOT DRAG THIS ICON.

4. As you move the arrow away from the Page layout back into the text frame, the arrow becomes a pipeline pencil. You use this pencil to draw a pipeline from one text frame to the next.

5. Position the pipeline pencil anywhere within the first (or originating) frame. Press the mouse button and drag the icon to the destination frame. This will draw a line from the first frame, across the page break, to the second frame. When the line comes inside the second frame, release the mouse. The line and symbol will disappear. The pipeline has been installed.



Position pipeline pencil in the originating frame. (The example here shows two frames on separate pages, but you can pipeline any two text frames in a single document regardless of location.)



Press mouse button down.

Draw (or drag) pipeline to second frame.

Release mouse button.

6. To return to the text, click the mouse inside the text frame of your choice so that the I-beam re-appears.

Any number of text frames may be pipelined together. You may pipeline text frames from one page to the next or pipeline many frames on the same page.

Next Frame: Forcing text down the pipeline

Whenever a pipeline is created, it is not necessary to bring text to the absolute end of one frame before advancing to the next frame.

RAGTIME provides a special icon that can be placed anywhere in the text. This "next frame" icon will force the end of the current text, causing any further text to advance to the next frame.

1. First, be certain that the text frames have been connected with a pipeline.

2. With the Text option showing, select the icon shown above. In the same manner as the ruler and the number icons, insert the pipeline icon into the text where you wish to make the break. The text will end with that point and continue in the next frame.

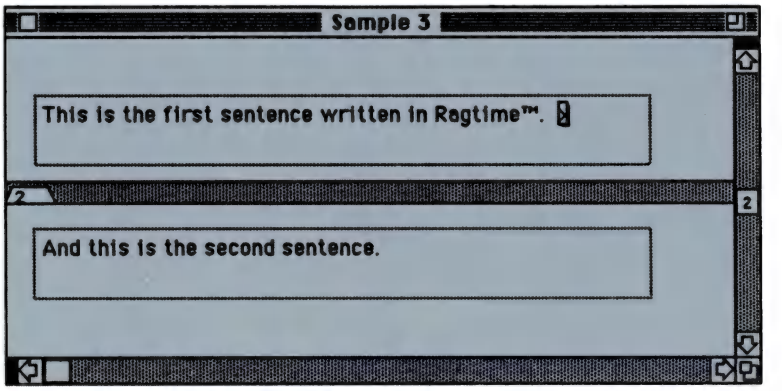
To practice this feature, open the Sample 3 document. Notice that there are two small pages with text frames already drawn. Connect the two frames across the page break using the pipeline pencil from the Page layout option.

Click the mouse inside the first text frame so that the caret appears. Type two sentences.

Now take the next frame icon out of the text option and insert it between the two sentences. Do this exactly as you might insert any other movable icon. The second sentence will be forced into the second text frame located on the second page.

To delete the Next frame icon, double click directly in front of the icon and the remainder of the line will become highlighted. Then press the backspace key.

Sample 3 document:



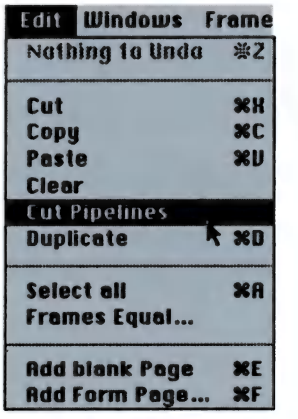
How to Cut Pipelines

A pipeline is always cut from the frame where it begins. (If you have any doubt about the presence of a pipeline, you can use the Show tags command in the Windows menu.)

To cut a pipeline, follow these steps:

Activate the text frame where the pipeline begins by clicking on the border. The handles of the frame should be showing.

Pull down the Edit menu and select **Cut pipelines.**



All text currently in the text frames will remain as it is, but the pipeline will be cut. To return to word processing (Text option), bring the arrow inside the text frame and click so that the caret reappears.

How to Select a Page

At the left hand top of each page is a tag indicating the number of the page. Clicking on this tag selects the entire page for such activities as clear, copy, and edit.

When the entire page is selected, it appears highlighted.

If you wish to select several pages at a time, use the *Shift-click* technique. After selecting the tag on the first page, scroll to the next page, hold down the shift key, and then click on the page tag.

Select All Text

Select All Text is used to select all the text within a specific frame. This command appears on the Edit menu when you are in the Text option.

If you are working in a text frame, pull down the Edit menu and select the command **Select All Text.** Your editing or formatting commands will now affect the entire text frame.

NOTE: A similar command is called **Select All** and is located on the Page layout option Edit menu. Select all is used to select the entire document.

Special Features

Clock and Calendar

When working in a text frame, there are two special features available to you known as the clock and calendar. Each is represented by a particular icon:

Calendar. When inserted into the text, the calendar icon will display the current date in mm/dd/yy format. For example: 6/27/89. Each time the date reappears, it will be updated with the current date.

Clock. When the clock icon is inserted into the text, it will display the current time in AM or PM format. For example: 3:22 PM. Each time the time stamp reappears, it will be updated with the current time.

Both calendar and clock icons are inserted into a text frame in the same way that a ruler is inserted.

Move the mouse until the I-beam comes in contact with the Text option: the I-beam then becomes an arrow. Place the arrow on the icon of your choice and click the mouse so that the icon is selected.

YOU CANNOT DRAG THE ICON.

As you move the mouse away, the arrow becomes the selected icon which you can then move to any line inside the text frame. As soon as the mouse is clicked, the icon will be activated and the time or date will appear.

NOTE: The date or clock is added or deleted as a single character. The actual contents of the date or clock cannot be edited inside (that is, the numbers of the date or clock cannot be altered). It can, however, be highlighted and then edited for such purposes as formatting, new styles or fonts, point size, etc., like any other text.

Text Import

RAGTIME also allows you to both import and export text. Import means to bring text into RAGTIME. Export means to send text out of RAGTIME.

RAGTIME imports text from many popular word processing programs in a "text only" format. "Text only" means that there are no special formatting commands read in with the document.

When you import text into RAGTIME, the text coming from the other program must be in a text only format. If you are using MacWrite, Word, or some other word processing program, you should refer to their user's guides for instructions on how to create a text only document. After creating that document, you can then open a RAGTIME document and use the **Import Text** command to bring that outside text into RAGTIME.

To import text:

1. Open the RAGTIME document where you would like to place the text created by an outside program.
2. Click to activate the caret where you would like the text placed in the document.
3. Pull down the Text menu and select **Text Import.**
4. Select the document from the dialog. Click the Open button. The text will automatically be inserted.

Text Export

When you export text from RAGTIME, you create a text only document. You give this document a name which can in turn be referenced by another program.

To export text:

1. Open the RAGTIME document containing the text you wish to export.
2. Click to activate the caret in the text you wish to export.
3. Pull down the Text menu and select **Text Export.**
4. Indicate whether the text will be from a frame or from a pipeline. Click OK.
5. Insert the name of the text only document you wish to create. Press Return.

NOTE: "Text only" documents created by RAGTIME are not visible with the normal **Open...** command. You must pull down the Text menu and select the **Text import** command in order to see the text only documents created with **Text export.**

All text only documents created by RAGTIME with the Export Text command will appear in this blank icon configuration:

SPREADSHEET

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Introduction

RAGTIME allows you to use spreadsheets in both standard and unconventional ways.

You can use a spreadsheet as a table to organize information. Or, you can easily create accounting models such as budgets and income statements.

If you are new to spreadsheets, read the next four sections sequentially.

NOTE: Detailed explanations of all Spreadsheet features are available in the Reference part of the user's guide.

Getting Started with Tables

This section shows how spreadsheets can simplify work with tabular information. Here is an example:

In a printshop, you would probably want to record paper usage so that you would know when to order more. Your table might look like this:

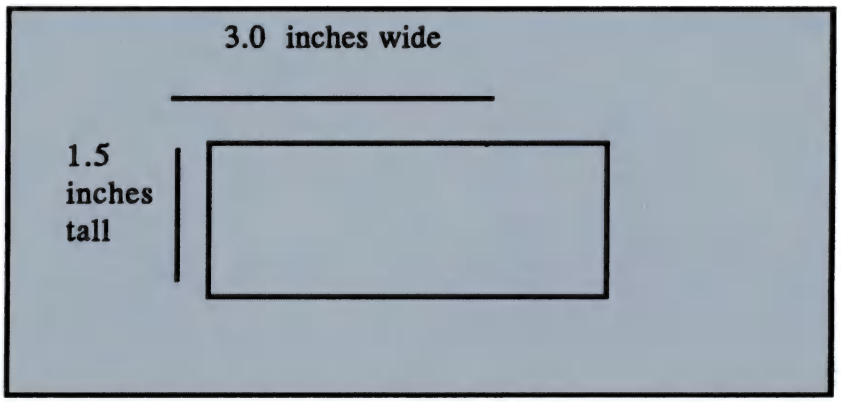
Date	Brand	Type	Qty
12/1/88	Simpson	A1	1
1/14/89	Talltree	TT5	2
2/17/89	Regal	303-B	1

Notice that three types of entries are used: date, text and numerics. (NOTE: If digits are included with a text entry as in the case of the Type column, the entry is still considered text.)

Creating a Spreadsheet

To create the sample shown above on this page, first open a new document. When the frame appears on the screen, check to see that the handles are showing. Pull down the Edit menu and erase the existing frame by using the **Clear** command.

Now draw a new frame: 3.0 inches wide by 1.5 inches high.



Remember: as you are drawing the frame, the width and height dimensions displayed refer to the frame itself. After the frame is drawn, you can adjust the width and height further by using the side and corner handles. (See Section 2: Getting Started Tutorial.)

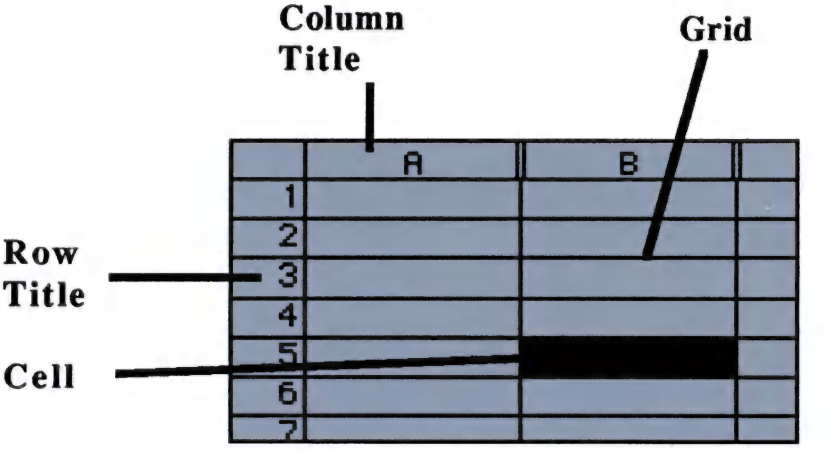
With the frame handles still showing and the frame empty, pull down the Frame menu and choose **Spreadsheet**. The new frame will automatically show the spreadsheet.

	A	B	C	
1				
2				
3				
4				
5				
6				
7				
8				

At this point, the spreadsheet is drawn. The spreadsheet is activated in the same manner as text or pictures. Just click inside the spreadsheet and a special spreadsheet cursor will appear in the shape of a plus sign.

Parts of a Spreadsheet

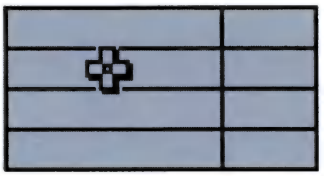
The major parts of a spreadsheet are: rows, columns, cells and the grid. Row and column titles are used together to describe the location of a cell. A cell is the area where information is entered into the spreadsheet. The grid is the crosshatch of vertical and horizontal lines that make up the cells.



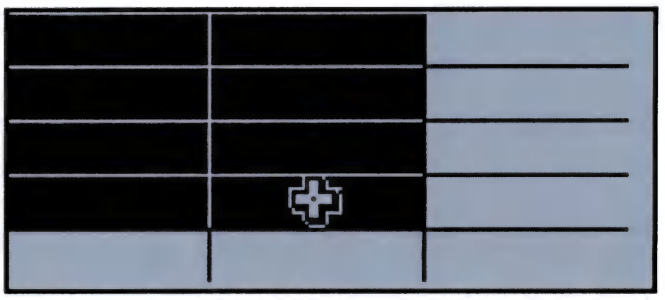
Selecting a Cell or a Range of Cells

In order to select a single cell, you can click in the desired cell with the spreadsheet cursor, or plus sign.

The individual cell will then become highlighted.



To select a range of cells, first place the spreadsheet cursor in one cell. Then, press down on the mouse button and drag the cursor through the other cells. The other cells will highlight as you move the mouse. Release the mouse and the cells will remain highlighted.



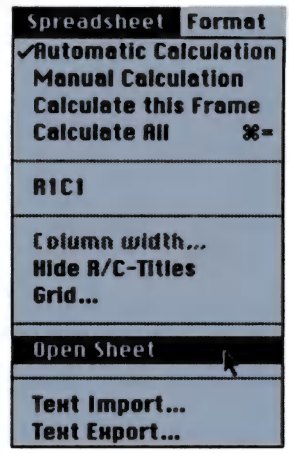
In tabular work, selecting a range of cells is important for formatting purposes and editing actions such as Cut, Copy, or Paste.

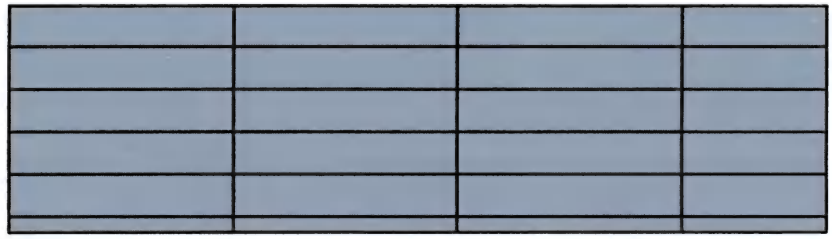
Helpful Hint

When using a spreadsheet for tabular data only, pull down the Options menu and select **Manual Calculation.** This will prevent RAGTIME from recalculating the spreadsheet each time you enter or change contents.

Hide RC Titles

When using a spreadsheet as a table, you will want to hide the row- column titles. Row and column titles refer to the letters and numbers along the top and side of the spreadsheet that identify individual cells. Pull down the **Options** menu and select **Hide R/C-Titles**. The grid will now appear as follows:





Types of Entries

If you wish to show the titles again, pull down the Options menu again and select **Show R/C-Titles**.

Notice that your table contains different types of information: the Date column holds date entries; the Brand column holds text entries; the Type column holds both digits and text (also considered text); and the Quantity column holds numbers only.

Date	Brand	Type	Qty.
12/1/88	Simpson	A1	1
1/14/89	Talltree	TT5	2
2/17/89	Regal	303-B	1

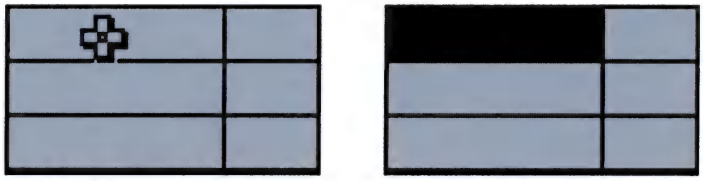
All entries can be given formatting characteristics such as styles, fonts or sizes. Number entries can even be given a special currency format as discussed later in this section.

NOTE ON NUMBER ENTRIES: Only numbers, decimal points, or an optional minus sign are allowed when entering data in a cell designated for numbers. If a comma is entered, the cell becomes a text cell. Typing a currency sign, instead of using the Currency formatting option, will also create a text cell.

Entering Information into a cell

In order to enter information into a cell, you must first select the cell by clicking on it with the spreadsheet cursor, or plus sign.

Place the spreadsheet cursor in the upper left corner of the spreadsheet and click the mouse.



The individual cell will then become highlighted.

Click on the cell in the first column and type in the word Date. Then, skip to the next cell over by pressing the Tab key.

Note: if you press the Return key by mistake, you will end up in the cell beneath the "Date" cell. To correct this, use the mouse to click in the desired cell. If you have a keyboard with cursor keys, they may be used to move to the next cell. In addition, the following keys or combinations may be used:

Tab	Right
Return	Down
Shift - Tab	Left
Shift - Return	Up

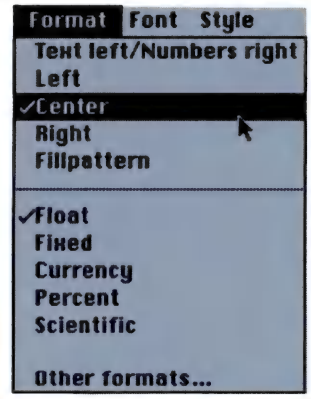
Now type in the balance of the column headings:

Date	Brand	Type	Qty.

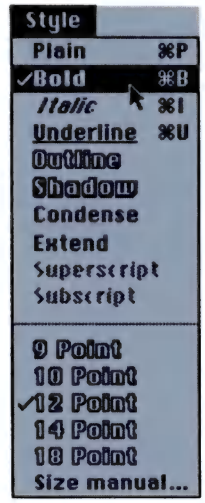
Formatting

To make the headings centered and bold, first select all the headings by pressing the mouse and dragging from the first cell to the last.

After the cells are highlighted, pull down the Format menu and select **Center.**



The headings should still be highlighted. Now pull down the Style menu and select **Bold.**



Your spreadsheet should now look like this:

Date	Brand	Type	Qty.

You can now proceed to fill in each of the columns according to the information provided.

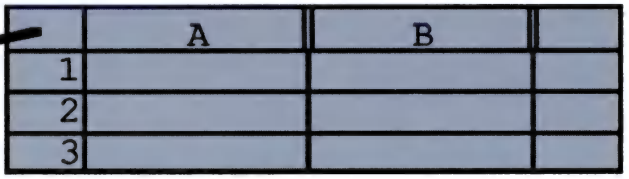
Date	Brand	Type	Qty.
12/1/88	Simpson	A1	1
1/14/89	Talltree	TT5	2
2/17/89	Regal	303-B	1

Choosing styles and fonts in spreadsheets is different than for text frames. In text frames, the format is tied to the text: delete the text and you delete its format. In spreadsheets, the format is tied to the cell. Delete the contents of the cell, and the format will remain. For example, if you format a cell for currency, you can change the numbers of that cell as often as you wish, but the currency format will still remain.

Using different row heights, column widths, formats, styles and fonts can be done for all or any part of a spreadsheet. For example, to format all of the spreadsheet to the same font or style, click inside the spreadsheet so that the spreadsheet cursor is showing. (You may wish to use Show R/C-Titles.) Then pull down the Edit menu and choose **Select Entire Sheet.** The entire spreadsheet will become highlighted. While the spreadsheet is highlighted, you can then pull down the Font or Style menu and give all text and numbers on the sheet a new look.

To de-select the entire spreadsheet, click in the upper left corner of the spreadsheet (or click in the next available cell) to continue your work.

Click here to de-select entire spreadsheet or click in the next available cell.



Currency Format

Assume that you now wanted to add another column to your table, only this time you wanted to call it Cost and have it display dollars and cents.

Date	Brand	Type	Qty.	Cost
12/1/88	Simpson	A1	1	
1/14/89	Talltree	TT5	2	
2/17/89	Regal	303-B	1	

RAGTIME allows you to format a column for currency, so that each time you make a number entry the number automatically appears in dollars and cents.

1. Drag the cursor to highlight the specific cells you wish to have in the currency format.

2. Pull down the Format menu and select **Currency**. All numbers entered into these cells will now appear in currency format.

Cost
$23.00
$45.80
$18.95

Fillpattern

Fillpattern is a stylistic device for repeating a character within the cell. Assume that you wanted to fill the cell with the letter A. If you used Fillpattern, you would type the letter, and RAGTIME would fill up the cell with A's.

AAAAAAAA

To use Fillpattern, follow these steps:

1. Click on the cell (or drag across the cells) you wish to fill with a certain character
2. Pull down the Format menu and select **Fillpattern**.
3. Type the character that you wish repeated. For example, an asterisk * .
4. Press the Return key.

****

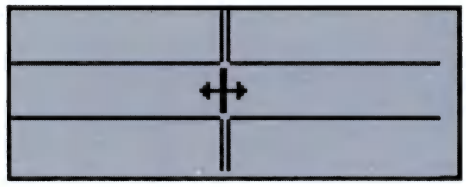
Helpful Hint

If you try to use the equal sign = with the Fillpattern command, you will get a formula line and the Fillpattern will not work. In order to succeed, click on the text icon first to make the cell a text cell, and then use the steps shown above.

Adjusting Column Width

Assume that you had created a table and the cells were either too narrow or too wide to suit your tastes. RAGTIME provides two methods for making spreadsheet columns wider or narrower.

1. The most frequently used method of widening a vertical column is to move the spreadsheet cursor until it contacts the vertical line that separates the columns. This symbol will appear:



As long as the symbol is on top of the line, press the mouse button down and drag the vertical line to the right or left. When you have positioned the line, release the mouse button.

2. A second method is especially useful if you are widening more than one column. Pull down the Options menu and select **Show R/C-Titles** (if the titles are not already showing). Click on the letter of the column you wish to widen. (Drag across the titles if there are several columns.) Then pull down the Options menu and select **Column width.** A dialog will appear asking you to enter a new width.

Type the new number, and then click on the OK button. Once the number is entered, all highlighted columns will be adjusted.

Adjusting the Row Height

When a spreadsheet is first created, all rows are the same height. The height of the row is determined by the highest cell in the row for all 253 rows.

To adjust the row height, first pull down the Options menu and select **Show R/C-Titles.** When the row and column titles appear again on the spreadsheet, click on the individual numbers of the rows you wish to adjust. Drag across multiple row titles if you want to adjust more than one row.

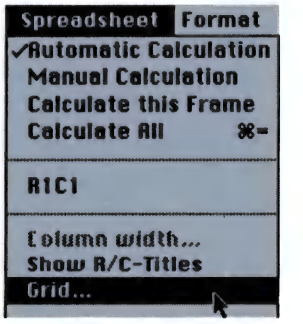
Then pull down the Style menu and select a new point size. Once the new size is selected, all selected rows will be adjusted.

Helpful Hint

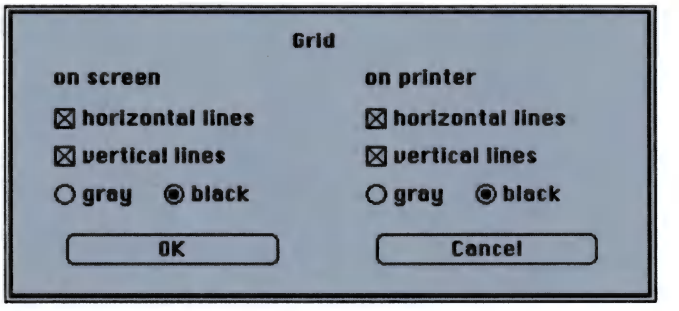
If you want to have higher rows without higher characters, select a single empty cell (individual cell without any contents.) Pull down the Style menu and select the new size. Only the row height, and not the character height in the balance of the row, will change.

Printing the Grid

If you want to have the grid printed when you print your table (spreadsheet), pull down the Options menu and select **Grid.**



The following dialog will appear:



To print the grid, click on the appropriate **On printer** check boxes. If you want the printed grid to appear in gray or black, click on the appropriate radio button.

NOTE: You also have the choice of the grid appearing on your Macintosh screen as gray or black lines by using the same dialog.

Building a Spreadsheet

To create a budget, you will use the same skills shown in the previous section, along with a few more: copying and pasting numbers, creating formulas, copying formulas, and using functions, and forecasting.

Open a new file and create a new spreadsheet from the frame provided on the page. Set up the columns in this manner:

	A	B	C	D
1		Jan	Feb	Mar
2	Rent			
3	Loan			
4	Utilities			
5				
6	*Totals*			
7				
8				

Now enter the numbers for each cell for the month of January.

	A	B
1		Jan
2	Rent	435
3	Loan	141
4	Utilities	58
5		
6	*Totals*	
7		

RAGTIME allows you to format numbers in several ways. In order to make the January numbers appear in a currency format, highlight the column by clicking on the "B" letter. After the column highlights, pull down the format menu and select the word **Currency.**

All numbers in the column will then be placed in a currency format. Other number formats are shown on the next page.

	A	B
1		Jan
2	Rent	$435.00
3	Loan	$141.00
4	Utilities	$58.00
5		
6	*Totals*	

Number Formats

If you highlight one or more cells and then pull down the Format menu, you will see the number formatting choices. In addition to currency, there are four other number presentations: float, fixed, percent and scientific. All are discussed below:

> NOTE: Number formats affect only the visual presentation and not internal calculations.

Float

The normal presentation of numbers is to float the decimal within the cell. In other words, the number will be displayed across the cell to show as many numbers to the right of the decimal as possible. (If the cell is not wide enough to the right of the decimal, the decimal is rounded to the next number. If the cell is not wide enough to hold the digits to the left of the decimal, then the number will be presented in scientific format.)

Fixed

Fixed format allows you to select the number of decimal places that you wish to appear in the cell.

Currency

The currency format fixes the decimal places at two, adds commas, and puts a dollar sign in front of the number. (This is the default setting.) You may change both the decimal places and commas if you desire by using Other formats in the Format menu.

Percent

After you select the percent number format, any number you type into the cell will be displayed as a percentage. (For example: type 1 and the cell will repond with 100%. Type .06 for 6%.)

Scientific

The scientific format places the number into exponential form.

For example: 1.23E+08

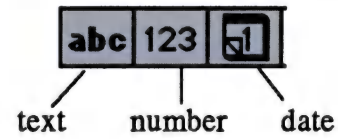
... which can also be written: $1.23 * 10^8$

Overflow Message

If the column width is too small for the number to be displayed, the cell will fill with number signs ##### as an overflow message. You then must resize the column in order to make the number visible.

Types of Entries

A spreadsheet may contain three types of entries: text, numbers, or date. These are represented by the three icons in the option:



To make an entry, use these steps:

1. Click on the cell so that it is highlighted.

2. Type in your entry.

3. Press the Return key, or click the mouse on another cell, to finish the entry. RAGTIME automatically determines the type of entry and assigns the type.

After an entry is complete, each time you return to the cell and click on it, the appropriate icon will highlight.

However, assume that you wanted to use numbers as text. (This is useful for special calculations.) In this case, you would first type the number, and then click on the text icon before pressing Return to conclude the entry.

Dates are always entered with digits (separated by slashes, hyphens, or decimal points) in MM DD YY format.

These are examples for December 19, 1957 :

12/19/57
12-19-57
12.19.57

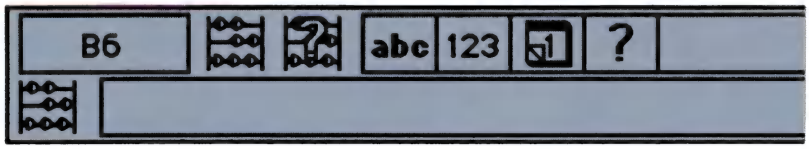
Entering a Formula

If you have not already done so, enter the numbers for the first column. Highlight the entire column by clicking on the letter B. Then select **Currency** from the format menu.

	A	B	C	D
1		Jan	Feb	Mar
2	Rent	$435.00		
3	Loan	$141.00		
4	Utilities	$58.00		
5				
6	*Totals*			
7				

In order to have the spreadsheet add the January column for you, click on the B6 cell to select it. Then click on the abacus icon.

A formula line will appear below the Spreadsheet option with a blinking caret.



Type in this formula: B2+B3+B4 (in upper or lower case letters) and press the Enter key. The spreadsheet will add the three cells together and put the total in cell B6.

	A	B	C	D
1		Jan	Feb	Mar
2	Rent	$435.00		
3	Loan	$141.00		
4	Utilities	$58.00		
5				
6	*Totals*	$634.00		
7				

Helpful Hint

Do not click with the mouse to finish a formula entry. If you do so, you will continue to get additional references. To finish a formula entry, always press the Enter key or another key that moves the selection (such as the arrow keys, shift-tab, etc.).

Functions

A function is an operation using one or more values and yielding a result. An example of a function is **Sum** which allows you to add the contents of a group of cells. (All RAGTIME spreadsheet functions are listed in the Reference section.) You can either type a function or use the Function List.

Type the Function

If you were adding the three cells in the example, you could use the Sum function. You could type the function in on the formula line in this format:

Sum (B2:B4)

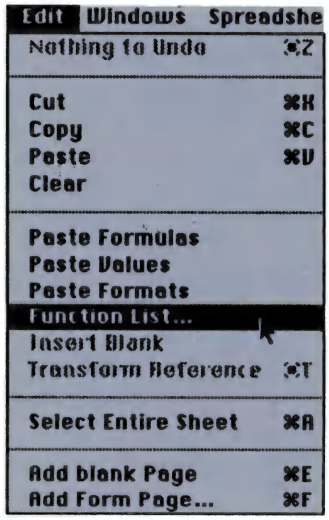
The colon (:) indicates that you wish to add the range between cells B2 and B4. Press the Enter key to conclude the entry and stay in the cell. (If you press Return, you will advance one cell down. Pressing Enter leaves you in the same cell.)

Function List

Instead of typing the function, RAGTIME also allows you to select conveniently from a list of functions within the program itself. This list is called the Function List. Assume that you wanted to enter the Sum function as part of the formula for the three cells in the example.

With the cell highlighted, pull down the Edit menu and select **Func-tion List**. When the list of functions appears, scroll to the word **Sum** and select. Then click on Paste. This will appear on the formula line:

Sum( )



The caret will be blinking inside the parentheses. This time, instead of typing, drag the mouse over the cells to select the range to be totaled.

When the formula is finished, press the Enter key.

Sum(B2:B4)

NOTE: There are 54 other functions aside from Sum. All are described in the Reference section.

Helpful Hint

Instead of clicking on the abacus icon to get a formula line, you can also merely press on the equal sign =.

How to Copy the Contents of Cells

To copy the contents of a cell to another cell or range of cells, follow this procedure:

1. Select the cell or cells you wish to copy.
2. Pull down the Edit menu and select **Copy.**
3. Select the destination cell or range of cells.
4. Pull down the Edit menu and select one of the following, depending on your needs:

Paste - Paste entire contents of cell(s).

Paste formulas - Paste only the formula from the cell(s).

Paste values - Paste only the value (text, number, or date) from the cell(s). (Often used for balance forward applications.)

Paste format - Paste all selections made from the Format, Font and Styles menu.

Practice Copy Exercise

Return to the budget that you have been creating. This section will show you how to copy the contents of cells.

In order to copy both format (currency) and number entries of January, first select the three January cells with numbers in them.

	A	B	C	D
1		Jan	Feb	Mar
2	Rent	$435.00		
3	Loan	$141.00		
4	Utilities	$58.00		
5				
6	*Totals*	$634.00		
7				

Next, pull down the Edit menu and select **Copy**.

Position the spreadsheet cursor in the February columns for Rent and highlight the two cells by dragging from left to right.

	A	B	C	D
1		Jan	Feb	Mar
2	Rent	$435.00		
3	Loan	$141.00		
4	Utilities	$58.00		
5				
6	*Totals*	$634.00		
7				

Once the new cells have been highlighted, pull down the Edit menu and select **Paste** to copy all numbers and formats across.

IMPORTANT NOTE: When using the Paste command, you only need to highlight the first cell (or cells) of the destination range to which you wish to paste.

Copying a Formula

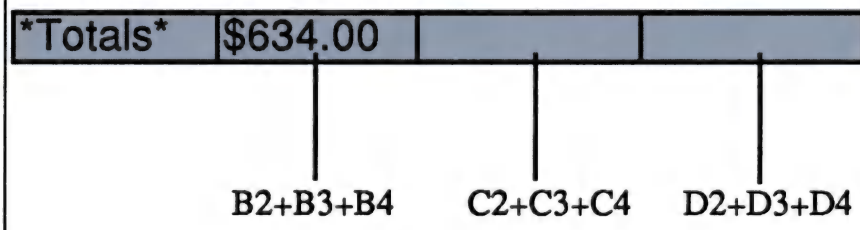
When copying a formula, use this procedure:

1. Highlight the cell containing the formula.
2. Pull down the Edit menu and select **Copy**.
3. Highlight the cell or cells to which you wish to copy the formula. (For the example, highlight C6 and D6.)
4. Pull down the Edit menu and select **Paste.**

If there are figures in the February and March columns of your budget spreadsheet, these will automatically be calculated.

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Rent	$435.00	$435.00	$435.00
3	Loan	$141.00	$141.00	$141.00
4	Utilities	$58.00	$58.00	$58.00
5				
6	*Totals*	$634.00	$634.00	$634.00
7				

Now click on cell B6 or C6 to see the formula.



Relative Reference

In the above example, the formula adds the three cells that are directly above it. As the formula itself is copied from one cell to the next, the row letter changes from B to C and then from B to D.

B2+B3+B4 C2+C3+C4 D2+D3+D4

Notice that when the formula was copied, it carried with it the relative location of the cells. That is, the three cells were located in row positions 2, 3, and 4. When the formula was placed into columns C and D, it used the same relationship between rows. This is called "relative reference."

Once the formula has been copied, you can change the figures in any row (Rent, Loan, Utilities), and the spreadsheet will re-calculate automatically. Just highlight the cell, type the new number, and press the Return key.

	A	B	C	D
1		Jan	Feb	Mar
2	Rent	$435.00	$100.00	$435.00
3	Loan	$141.00	$50.00	$141.00
4	Utilities	$58.00	$45.00	$58.00
5				
6	*Totals*	$634.00	$195.00	$634.00

Absolute References

A formula reference can be either relative or absolute. Anytime a reference is relative, you can copy the formula to another cell and the references in the formula adjust. For example, when the formula B2+B3+B4 is copied from cell B6 to C6, the references become C2+C3+C4. "Relative" refers to the relationship of the cells in the formula according to the coordinates of the new location.

Unlike a relative reference, an absolute reference does not change when the formula is copied. An absolute reference is always indicated by a dollar sign. Since a cell reference may have two coordinates (a row and a title), either one, or both, of the coordinates can be absolute. For example:

Reference	*Column*	*Row*
B2	Absolute	Absolute
B$2	Absolute	Relative
$B2	Relative	Absolute
B2	Relative	Relative

The following section on "Forecasting with a Budget" will show how absolute references are used in a working example.

Forecasting with the Budget

Assume that you have already created your budget. You wish to see what the totals would be if utilities increased at a rate of 5%.

Click in cell A8 and type the word "Increase."

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Rent	$435.00	$435.00	$435.00
3	Loan	$141.00	$141.00	$141.00
4	Utilities	$58.00	$58.00	$58.00
5				
6	*Totals*	$634.00	$634.00	$634.00
7				
8	Increase	5%		
9				

Then, click in the cell B8, pull down the Format menu and select **Percent**. After Percent has been selected, type the number .05 into the cell. Press the Return key and the cell will show 5%.

Now move the cursor to the utilities figure for February and click on the cell (C4). Click on the abacus icon so that the formula line appears. Then type this formula:

B4+(B4*B8)

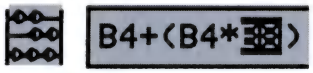
Press the Return key when finished.
What the formula is really saying is this: with January (B4) as a base month, increase the month of February (C4) by the percentage shown in B8.

Now you are ready to copy the formula from C4 to D4. However, if you copy the formula as it is, the references will be relative. Or look like this:

B4+(B4*B8)
C4+(C4*C8)

In the case of the March increase, the formula would be referencing cell C8 which has no value in it at all!

Before copying your formula to March, you would first have to make certain that the reference to B8 is absolute. A quick method for this translation is to highlight the B8 in the formula line:



... and then pull down the Edit menu and select **Absolute Reference**. After the change is made, press the Return key. The formula in C4 should now look like this:

B4+(B4*B8)

Copy the formula from C4 and paste it into D4. In cell D4 the formula would read: C4+(C4*B8).

With a five percent increase in utilities, the budget should appear as follows:

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Rent	$435.00	$435.00	$435.00
3	Loan	$141.00	$141.00	$141.00
4	Utilities	$58.00	$60.90	$63.95
5				
6	*Totals*	$634.00	$636.90	$639.95
7				
8	Increase	5%		
9				

More About Formulas

A formula can be as simple or complex as you wish it to be. A simple formula can be usd to add, subtract, multiply, or divide the contents of cells. These are the symbols (or operators) you would use:

+	Add	B2+ B3
-	Subtract	B2- B3
*	Multiply	B2* B3
/	Divide	B2/ B3

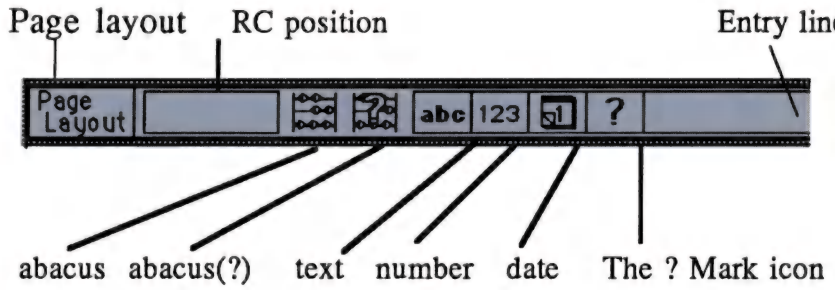
By clicking on the question mark abacus , you can add a second formula. The entire use of the second formula, samples of other operators, as well as the order of calculation can be found in the Reference section under spreadsheet.

Saving Your Budget

Because you will be using the sample budget in the next section, save it under a name you will recognize. For example: **My Budget.**

Summary of the Spreadsheet Option

Use this page as a reference. Parts of the spreadsheet option are described as follows:



Page Layout Click on the page layout icon to exit from the spreadsheet and return to Page layout option.

R C Position This box indicates the row column position of the selected cell and only that one cell.

Entry line When a cell is highlighted, the entry line displays the contents of the cell, if any.

Abacus Click on the abacus icon to enter a formula into a cell.

Abacus(?) Click on the question mark abacus to enter a second formula into a cell. (See the Reference section for details.)

abc

Text This icon is highlighted when the cell contains text data.

123

Number This icon is highlighted when the cell contains numeric data.

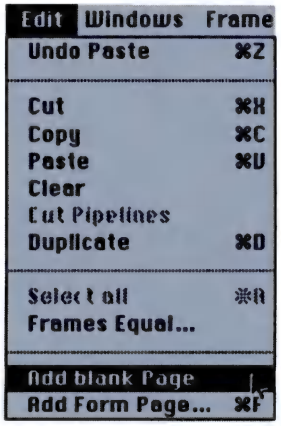
Date This icon is highlighted when the cell contains a date.

?

The ? Mark icon When this icon is highlighted, the contents of the cell has not yet been determined. (Clicking on this icon restarts the routine which determines which kind of entry will be placed in the cell.)

Linking Spreadsheets

Having created a budget, you might find it very useful to link it to another spreadsheet that would represent an income statement.



Spreadsheets that are linked to one another must be in the same document. If you have closed the document you created for the Budget, reopen that same document now. Scroll to the bottom of the page. Then pull down the Edit menu and select **Add blank Page.**

On the new page, click on the border to activate the frame. Enter the titles for the rows (Sales, Over–head, Materials, etc.) and for the columns (Jan, Feb, Mar). Highlight cells A4 through A6 and select **Right** from the Format menu to show these items as distinctly cost-related.

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Sales			
3				
4	Overhead			
5	Materials			
6	Advertising			
7				
8	Costs			
9				
10	Profit			
11				

Remember to highlight the three columns (Jan, Feb, Mar) and format them by selecting **Currency**.

Now enter the following numbers for the month of January:

Sales	$9,000.00
Overhead	- Skip this cell for now -
Materials	$340.00
Advertising	$566.00

	A	B	C	D
1		Jan	Feb	Mar
2	Sales	$9,000.00		
3				
4	Overhead			
5	Materials	$340.00		
6	Advertising	$566.00		
7				
8	Costs	$906.00		
9				
10	Profit	$8,094.00		

Since all costs (Overhead, Materials and Advertising) must be added together, a formula must be entered.

Click on the B8 cell, and then click on the abacus icon. (Instead of clicking on the abacus icon, you could also press the equal sign =.) When the formula line appears, enter this formula:

B4+B5+B6

And press the Enter key. Since there is nothing in the B4 cell, you will get the sum of B5 and B6 which is $906.00.

Since the total profit is the difference between the Sales and the Costs, a formula must be entered in the Profits cell also. Click on the B10 cell, and then click on the abacus icon. When the formula line appears, enter this formula:

B2-B8

And press the Enter key.

You now have a budget on one page and an income statement on the next. In order to reference the two, the easiest way is to split the window so that both of the spreadsheets are visible at the same time.

Using the split window option (see the Working with Windows Tutorial), split the screen horizontally. You now have two windows on the same document.

Since the budget is on page 1 and the income statement on page 2, use the vertical scroll bar in the top window to bring the budget into view.

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Rent	$435.00	$435.00	$435.00
3	Loan	$141.00	$141.00	$141.00
4	Utilities	$58.00	$58.00	$58.00
5				
6	*Totals*	$634.00	$634.00	$634.00
7				
8				

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Sales	$9,000.00		
3				
4	Overhead			
5	Materials	$340.00		
6	Advertising	$566.00		
7				
8	Costs	$906.00		
9				
10	Profit	$8,094.00		

Referencing Two Spreadsheets

To reference the two spreadsheets, use these steps:

1. Click in the January overhead cell first (B4). Make sure that it is highlighted.

2. Click on the abacus icon so that the formula line appears.

3. Click on the January Totals cell of the Budget. A reference will be entered automatically. Press the Enter key to complete the entry shown here:

```
@1#1! $B$6
```

Note that this is an absolute reference instead of a relative reference. Each time you use the mouse to reference a cell in another spreadsheet, you get an absolute reference.

@1 The @ sign indicates the page on which the spreadsheet is located. @1 means page 1.

#1 The number sign indicates the number of the frame on the page. RAGTIME numbers each frame consecutively, as it is created. (Numbers start over on each page.)

! The exclamation point acts as a separator.

B6 The dollar signs tag the cell (in this case B6) as an absolute reference. The contents will be taken from this cell, no matter where the formula is placed.

The income statement now references the budget. Changes in January's budget will directly affect the January profit on the income statement.

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Rent	$435.00	$435.00	$435.00
3	Loan	$141.00	$141.00	$141.00
4	Utilities	$58.00	$58.00	$58.00
5				

	A	B	C	D
1		**Jan**	**Feb**	**Mar**
2	Sales	$9,000.00		
3				
4	Overhead	$634.00		
5	Materials	$340.00		
6	Advertising	$566.00		
7				
8	Costs	$1,540.00		
9				

Use the same copy procedures described in Lesson 2 to fill in the balance of the cells for February and March on the income statement with one important exception.

If you copy all of January's cells to February and March, you must remember that there is an absolute reference in the overhead cell for January.

	Jan	Feb	Mar
Sales	$9,500.00	$9,500.00	$9,500.00
Overhead	$634.00	$634.00	$634.00
Materials	$340.00	$340.00	$340.00
Advertising	$450.00	$450.00	$450.00
Costs	$1,424.00	$1,424.00	$1,424.00
Profit	$8,076.00	$8,076.00	$8,076.00

The January overhead cell contains this absolute reference to the budget:

@1#1! B6

Because of the absolute reference, if you were to copy all the cells from January straight across to February and March, the overhead would always reference January in the budget. Consequently, the formula must be changed to relative prior to copying.

To make the February and March overhead cells reflect their respective cells in the budget, you must first change the January overhead to read:

@1#1! B6

After copying, cell C4 should read: @1#1! C6

Cell D4 should now read: @1#1! D6

Now, any changes in the Budget will be correctly reflected in the Income Statement, month by month.

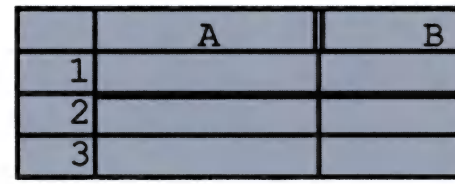
Special Spreadsheet Features

Insert Row and Column

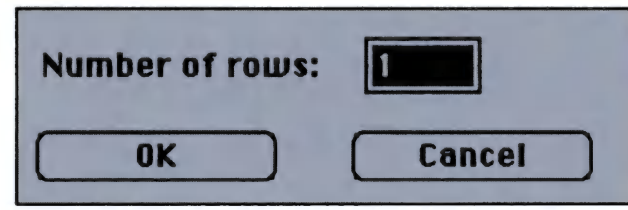
This section will introduce you to several additional spreadsheet features: inserting rows or columns, Open sheet and Close sheet. (A complete discussion of all features can be found in the Reference section.)

Whenever you wish to add a row to a spreadsheet, you can do so by using these steps:

1. Click on the horizonal line in the first column where you wish to add the row. The line will become highlighted.



2. Pull down the Edit menu and select **Insert rows**. You will receive this dialog:



Enter the number of rows, and then click on the OK button. The new row(s) will automatically be inserted.

Procedures for inserting a new column are exactly the same as inserting a row, except that you can click on any vertical line in the spreadsheet. Once the line is selected, pull down the Edit menu and select **Insert columns**. A dialog will ask you for the number of columns to insert, then click on OK.

Close Sheet

The RAGTIME spreadsheets are designed to be used on a single page in a Close sheet format. Close sheet means that the spreadsheet is visible within the confines or limits of its specific frame.

An example of a closed sheet would be a spreadsheet perhaps of this size:

	A	B	C
1			
2			
3			
4			
5			

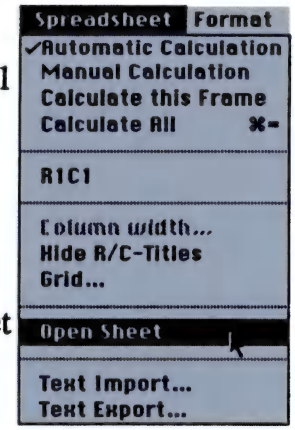
A close sheet might also be one that would fit inside the size of the normal frame you would get on a page.

RAGTIME spreadsheets, however, can extend to a full 253 cells wide by 253 cells long. If you were to use a spreadsheet of this size, you would use **Open sheet** to view the entire spreadsheet.

Open Sheet

Normally, Open sheet is only used when you wish to access another part of the spreadsheet to set up a lookup table, or do some incidental calculation necessary to the spreadsheet on which you are working.

To open a spreadsheet to its full size, click inside the spreadsheet. Then pull down the Options menu and select **Open sheet**. By using the scroll bars, you can view the entire spreadsheet.



When you wish to close the spreadsheet again, pull down the Options menu again, and select **Close sheet.**

NOTE: If a spreadsheet is left in Open sheet mode, all printing options are disabled. It is not possible to print when spreadsheet is in Open sheet.

PICTURES

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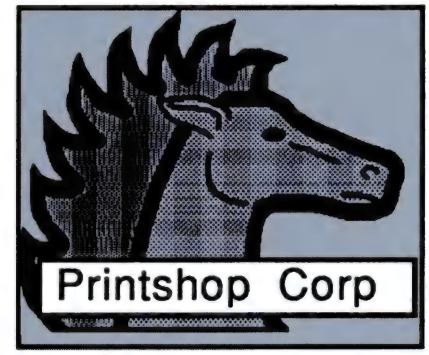
Introduction

Any picture created by MacPaint or or in PICT format (for example with MacDraw) can be read by RAGTIME. Graphics from other sources can be placed on the clipboard and brought in as desired.

Once a new frame is created, the picture can be placed into the frame and then re-sized to suit your needs. Pictures can also be cut, copied, and pasted like the contents of any other frame. RAGTIME provides a "crop" feature to trim off excess graphics in order to save space in the document.

Frames containing pictures can be placed inside other frames (known as "nesting"). Or, frames can be placed inside pictures. For example:



Pictures can be scaled or re-sized to any design or formatting specification:

Getting Started

Quick Tour

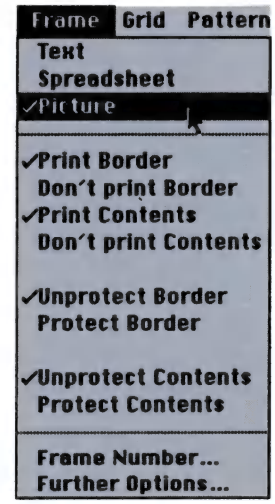
This quick tour provides a general description of the two main areas of Picture frames: Picture Option and Pictures Pulldown Menu

Picture Option

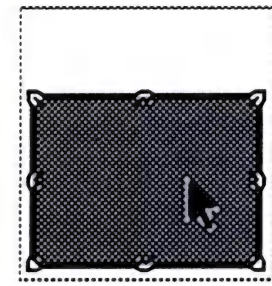
A picture frame begins like any other frame.

1. Use the draw-a-frame icon from the Page layout option to draw a frame.
2. After the frame is drawn, pull down the Frame menu and select **Pictures.**
3. Place cursor inside the frame and click to make it gray.

1



2



3

Once the frame is gray, the Picture option will appear :

Each icon in the option performs a specific function:

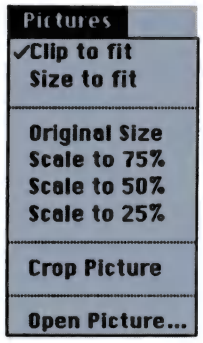
Page Layout. Click on this icon to return to the Page Layout option.

Arrow. Click on this icon to change the cursor from a hand to an arrow.

Hand. Click on this icon to select the "hand" which is used to move a picture within a frame. NOTE: Pictures can only be moved inside a frame using the "Clip to fit" feature.

Pictures Pulldown Menu

The Pictures menu is a selection on the Picture option that provides a number of important choices. Pull down the Pictures menu by placing the cursor on the word Pictures and pressing the mouse button.



The selections from the menu are described as follows:

Clip to fit

The Clip to fit selection shows the original picture inside the frame. If the picture is too large for the frame, only the upper left portion of the picture appears.

Size to fit

The Size to fit option sizes the picture to the original frame. Using the frame handles, you can change the dimensions of the picture and frame at the same time. See also the section on Re-sizing a Picture Proportionally.

Original size
Scale to 75%
Scale to 50%
Scale to 25%

These selections will scale both the frame and picture. The top left corner of the picture remains stationary while the balance is re-sized. See also the section on Scale Reductions.

Crop Picture

Discards non-visible graphics areas outside the specific picture frame, thus saving space in the document. Refer to both sections: Clip to fit and Crop Pictures.

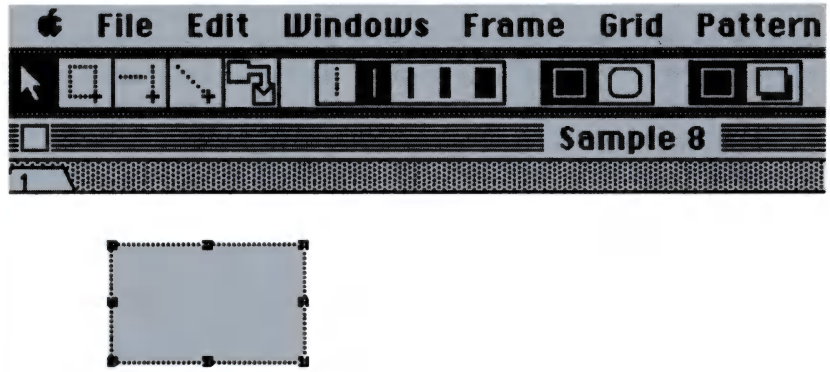
Open Picture

The Open picture selection allows you to directly access MacPaint or PICT formatted documents stored on disk. (Note: Graphics developed with MacDraw must be saved in PICT format in order to be brought in directly with Ragtime.) Open picture brings up a dialog which functions in the same manner as the open dialog for a text document.

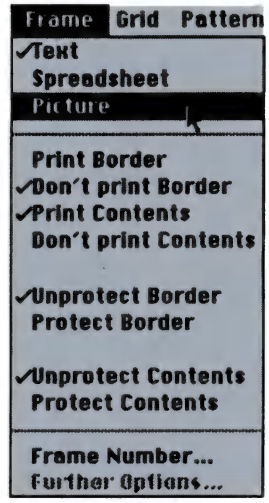
Inserting a Picture

In order to insert a picture into a document, follow these steps. Use Sample 8 (Picture), if you wish.

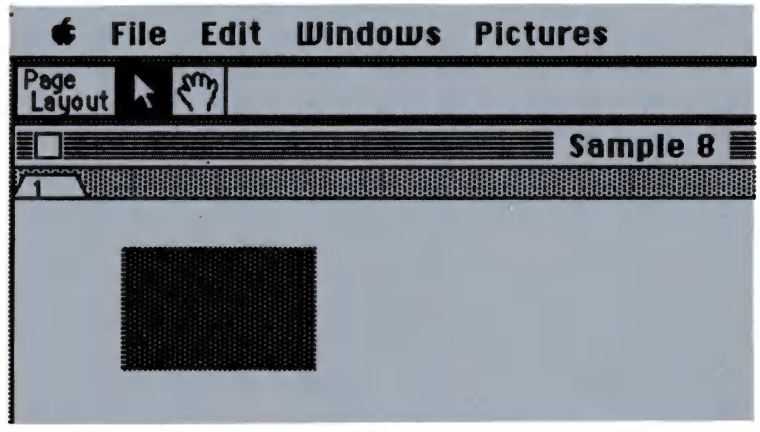
1. Be sure the Page layout option is showing. Create a frame, or activate the frame borders of an existing frame.



2. With the Page layout still showing, pull down the Frame menu and select **Picture.**

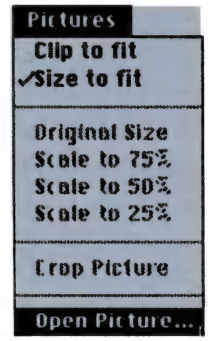


3. Click inside the frame so that the area inside the borders becomes gray.

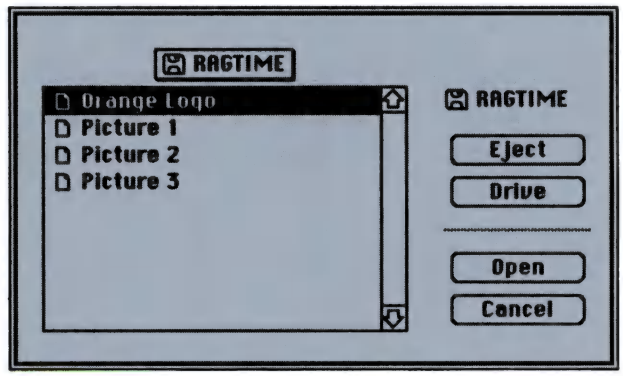


Notice that as soon as you click inside the frame, the option changes from Page layout to Picture.

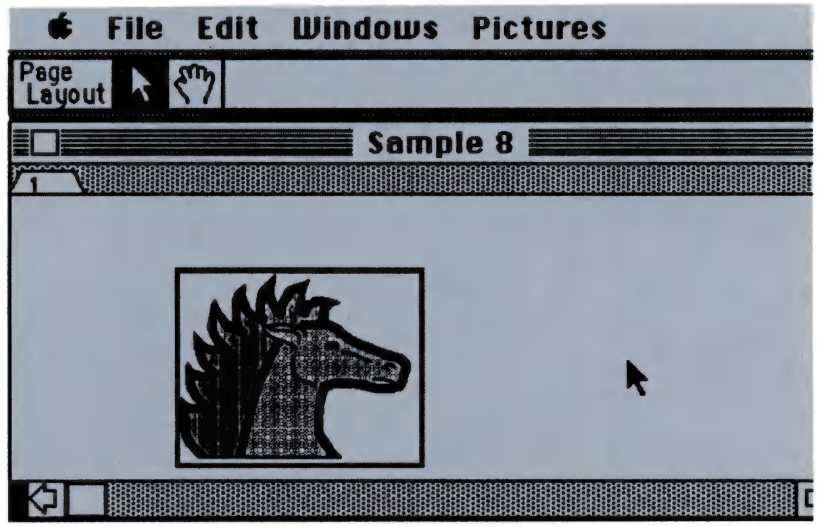
4. With the Picture option showing, pull down the Pictures menu and select **Open Picture.**



This will bring up a dialog showing a list of the MacPaint or PICT formatted pictures. (If you have no pictures, select Sample 8 for practice.)



5. Once your selection is made from the dialog, RAGTIME will automatically place the picture into the frame that was created (or activated) in step one shown above. If the frame and picture do not match sizes, select **Original size** from the Pictures menu to see the picture in the original size.



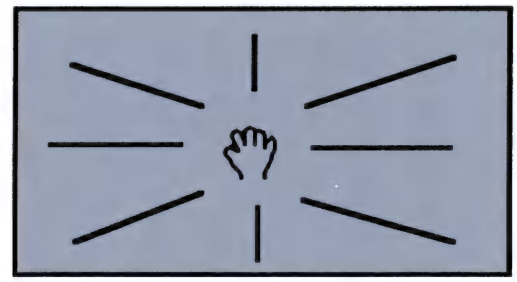
In order to exit from the Picture option, click on the Page Layout icon. You will return to the Page layout option.

Working with Pictures

Once a picture has been placed into a document, RAGTIME provides two methods of sizing: Clip to fit and Size to fit.

Size Techniques

Clip to fit places the original size graphic in a specified frame. The picture is always located in the upper left corner of the frame. If desired, the hand may be used to re-position the picture.

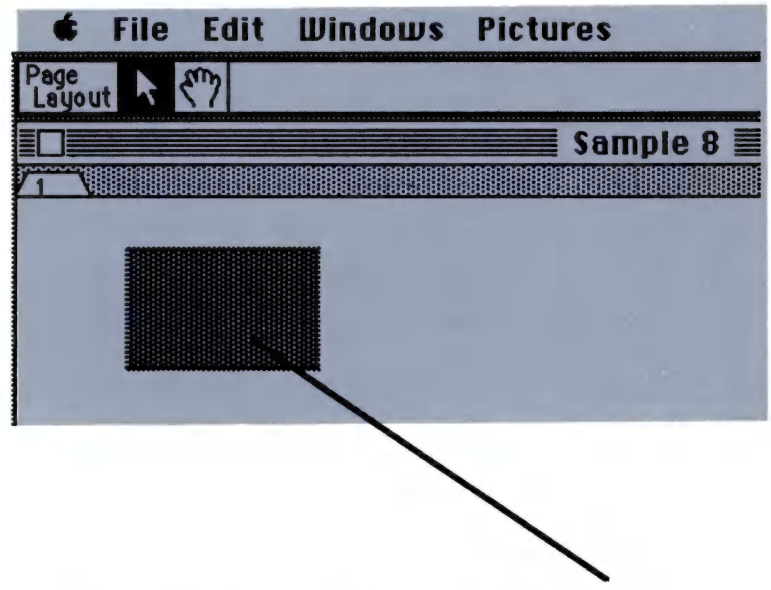


Clip to Fit

To use Clip to fit, follow these steps:

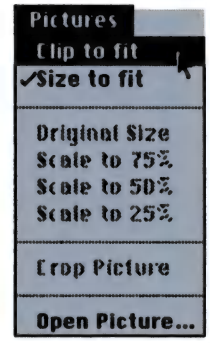
1. Insert the picture into a document. The picture should be inside the frame and shown in gray.

   If the picture is not shown in gray, click inside the frame to make it gray.



Click inside the frame to make picture gray.

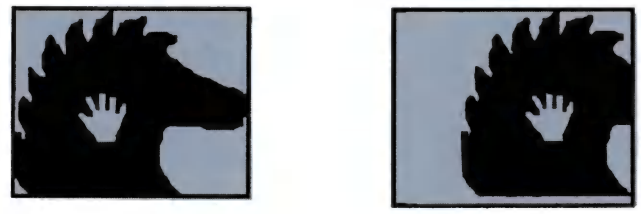
2. With the Picture option showing, pull down the Pictures menu and select **Clip to fit.** The picture will be placed in the upper left corner. (NOTE: If there is a checkmark in front of the selection, it has already been selected.)



3. If you need to reposition the graphics, click on the hand icon to select it. YOU CANNOT DRAG THE ICON.

Move the mouse so that the arrow comes inside the picture frame. The arrow becomes a hand. As you push down on the mouse button, the hand acts like your very own hand to slide the picture inside the borders of the frame.

In the sample shown below, assume that the picture was to be shifted to the right. Placing the hand in the middle of the picture, press down on the mouse button. With the mouse button pressed, drag the mouse to the right. The picture will move with it.

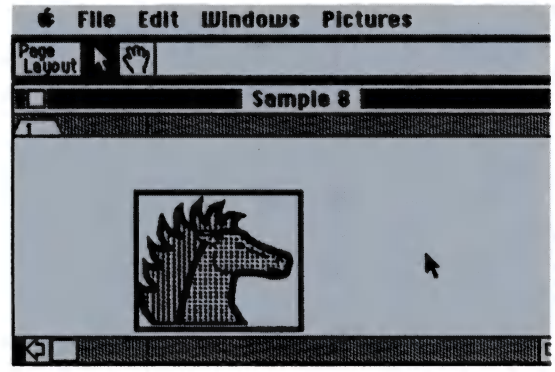


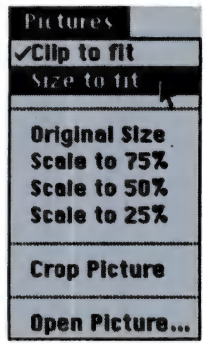
Using the hand, you can move the original picture anywhere inside the frame... up, down, right, left, or to any angle. The frame borders will not be affected and will remain stationary.

Size to Fit

When you wish to re-size the original, you can do so using the Size to fit option. With **Size to fit,** you change both the frame and picture size using the frame handles.

1. Follow the instructions to insert a picture into a document.

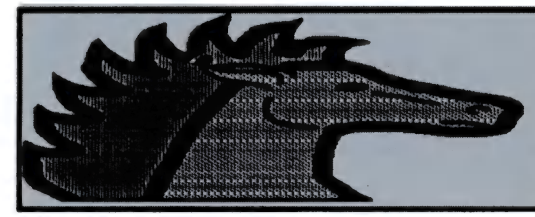




2. With the Picture option showing, pull down the Pictures menu and select **Size to fit.** (NOTE: If there is a checkmark in front of the selection, it has already been selected.)

3. Activate the frame by clicking on the border.

4. Place the arrow cursor on any handle of the frame, press mouse so that the cross appears, then move the handle in the direction that you wish to re-size the picture. The picture will change to fill the frame.



Re-sizing a Picture Proportionally

To re-size a picture proportionally:

1. Place the arrow on a corner handle and press the mouse button so that the cross appears.
2. Press the Shift key down and hold.
3. Move the mouse to re-size the frame.

NOTE: When pictures are re-sized proportionally, the aspect ratio is maintained.

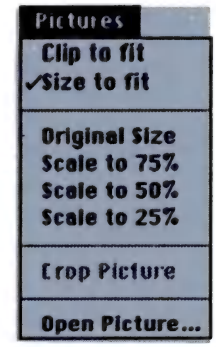
Shifting between Clip and Size

When a picture frame is first created, RAGTIME automatically selects Size to fit.

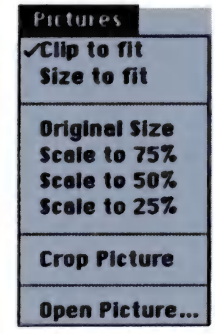
As long as the picture frame is activated and shown in gray, you can shift back and forth between Clip and Size at any time. Just pull down the picture menu and make your selection. The picture will change, for instance, from its original size (Clip to fit) to completely filling the frame borders (Size to fit).

Example: assume that a picture that you created with MacPaint was originally much smaller than the frame in your RAGTIME document. When you inserted the MacPaint picture into the RAGTIME frame, two things could happen:

If the Pictures pulldown menu is on Size to fit, the MacPaint document would automatically be expanded to fill the frame completely.



If the Pictures pulldown menu is on Clip to fit, the MacPaint document would remain in its original small size, showing empty space in the balance of the frame.



No matter how the picture is shown in the frame, you can always select the optional sizing technique by merely choosing it off the menu while the picture is activated. (To activate, click inside to turn it gray.)

Scale Reductions

To use scale reductions, activate the picture (click inside to make gray) and then pull down the Pictures menu and select **Clip to fit**.

When the picture is in any size, you can select from the reductions of scale: 75%, 50%, or 25% of original.

The scale reductions allow you to change the picture from its original size to the reduced scale, or from the reduced scale back to original. The frame is adjusted accordingly.

To use the scaling options, first make certain that the picture is selected (in gray). Then, pull down the Pictures menu and select the scale to suit your needs. The picture and frame will automatically adjust.

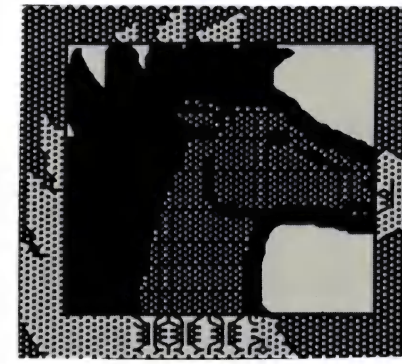
NOTE : When printing on Laserwriter with Bit- mapped pictures (like MacPaint), it is recommended that you use specific 75, 50, or 25% reductions for better screen and printed appearance. Manually scaled pictures might show "rounding" distortions on screen and printouts.

Crop Pictures

Graphics pictures are often larger than the frames for which they are designed. When you crop a picture, you trim off the excess that is no longer needed.

Since the excess graphics hidden behind the frame are not seen anyway, you might ask why bother to trim when the frame border blocks it out? The true reason for the crop pictures feature is to save space in your document. Once you start adding graphics, the size of the document increases rapidly and disk space is used up very quickly. (Another reason is that there is less shrinkage when pictures are printed on the Laserwriter.)

Notice in the uncropped picture to the right how the excess grahics are unseen but still remain in the document, using up disk space unnecessarily.



Excess graphics picture.

To use Crop Picture, follow these steps:

1. Refer to the instructions on how to insert a picture into a frame.
2. Select **Clip to fit** from the Pictures menu.
3. Select the hand icon to position the picture inside the frame borders precisely as you wish it to remain. Re-size frame if necessary.

NOTE: Once a picture is cropped, the contents of the trimmed areas are not recoverable. There is no "undo crop" command. You must re-insert the picture.

4. Pull down the Pictures menu once again and select **Crop pictures.**

Cut, Copy and Paste

Picture frames can be cut, copied and pasted like any other frame contents. NOTE: If the graphics is not MacPaint or PICT formatted, you can still place it on the clipboard and use it from there.

Clear

Pictures can be cleared in the same manner as any other frame. To clear a picture, click inside the picture frame to make it gray, and then pull down the Edit menu and select **Clear**. Or: click in the picture to make gray and then press the backspace key.

Protect / Unprotect Contents

Often, when a picture is placed inside a document, considerable effort is taken to make sure that the arrangement within the frame is precise. The picture can be shielded from accidental change by using the Protect/Unprotect Contents command.

Activate the frame so that the handles are showing. Then pull down the Frame menu and select **Protect contents.** (The contents can be unprotected by re-activating the frame so that the handles are showing and then selecting **Unprotect contents.**)

ADDITIONAL FUNCTIONS

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Introduction

The Additional Functions section covers four more subjects important to the development and appearance of your newly designed RAGTIME documents. Fonts and Styles, Forms Generation, Page Layout and Printing and Page Size all play instrumental roles in enhancing the final product.

Fonts and Styles

Introduction

Nothing enhances a document more than the use of different fonts and styles. This section shows the various ways fonts and styles can be re-sized, changed, or mixed within the text you are using.

Special note should be given to the RAGTIME dialog called Fonts and Styles Changes (General). This feature allows you to make general changes from one font or style to another throughout a single frame, pipeline, or document.

How Fonts and Styles are Used

RAGTIME allows you to access a large number of available fonts and styles. All choices are available in text frames. All choices are also available in spreadsheets except for superscript and subscript.

A font is a name for a particular style of printed character. For example, a common font is called Geneva. It differs from the Chicago font by the way the characters are formed and seriphed:

Geneva: A special meaning.
Chicago: **A special meaning.**

A style accents the font. A few examples would be: bold, italic and underline:

A special meaning.
A special meaning.
A special meaning.

Using RAGTIME, you are able to mix styles and fonts together in any combination. To emphasize a word, you might make it bold, italic and underline all at the same time:

A ***special*** meaning.

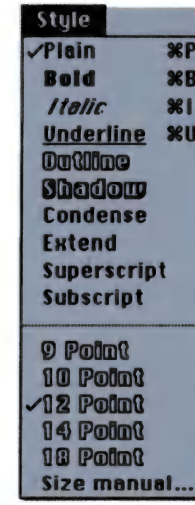
The Style menu permits you to specify the size of your letters from 1 to 127 points. One point is approximately 1/72nd of an inch. Five standard point sizes are specified for your convenience. The difference between the standard point sizes is shown here in Times font:

9 point	Lady of the Lake
10 point	Lady of the Lake
12 point	Lady of the Lake
14 point	Lady of the Lake
18 point	Lady of the Lake

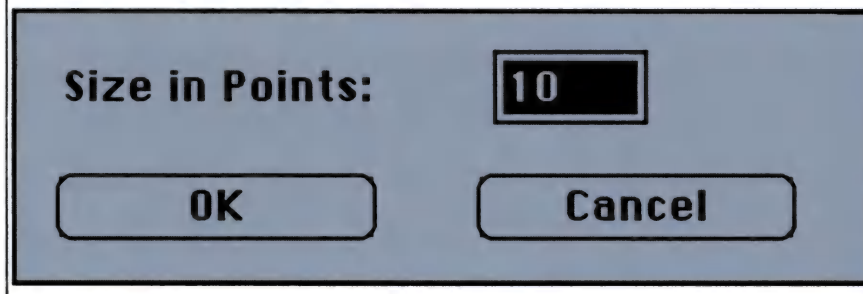
Recommendation: Any point size shown in outlined form (example: 10 Point) when the Style menu is pulled down will provide the best quality and the best performance when using the word processor or spreadsheet. Non-outlined point sizes (and those sized manually) must be re-calculated by the program when used thus taking a slightly longer time.

Size Manual

Sometimes, there may be a need for a type size other than the five standards listed in the Style menu. Size Manual allows you to select the point size from 1 to 127 points. To change the type size, pull down the Style menu and select **Size manual.**



This dialog will appear:



Enter the new point size and click on the OK button.

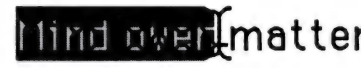
If you have selected existing text, that text will appear in the new point size. If you have selected the caret, all new text entered will appear in the new point size until the point size is changed again.

How to Change/Select Fonts and Styles

Fonts and styles can be changed in existing text or selected for new text.

1. To change existing text:

   Assume that you have already typed some text that you wish to change. First, select the text by dragging the caret across the text: press the mouse button down, hold it down and move to the right.

   (Geneva plain) 

   Once the desired text is highlighted, release the mouse button. Pull down either the Font or Style menu and make your selection(s). The text on screen will now reflect the new font or style. If you pull down the menu once again, you will see a checkmark beside the newly selected item. Only the highlighted text will have changed, the balance of the text remaining in the same font and style that you have been using.

   (Geneva bold italic)

2. To select fonts and styles for new text:

   Position the caret at the point where you wish the new text to begin. Pull down the Font or Sytle menu to make a new selection. The new choice will be in effect as soon as you start typing again.

   NOTE: If you backspace to the location where the font or style was initiated, the font or style will revert to what it was originally. You must then make your selection once again.

Mixing Styles

When you mix different styles, you must pull down the style menu each time you wish to add a new style, font, or point size. A checkmark will appear next to your choices. (When a body of text has been selected which contains more than one font or style, only the styles or fonts common to the entire selection are checked.)

Clearing a Style

To clear a style, first select the text and then pull down the style menu again and select **Plain**. (Or, merely reselect the same style and it will switch off again.)

Sample Fonts

Samples of a number of different fonts are shown here. There are many more fonts available to Macintosh users. These are resident in your system folder and may be added to or deleted. The LaserWriter comes with special high quality fonts.

Chicago

Courier

Geneva

Helvetica

Monaco

New York

Times

Venice

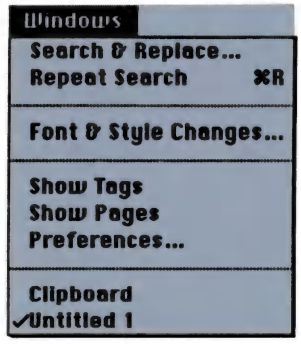
Sample Styles

Samples of the different styles are shown here in Helvetica font for your reference:

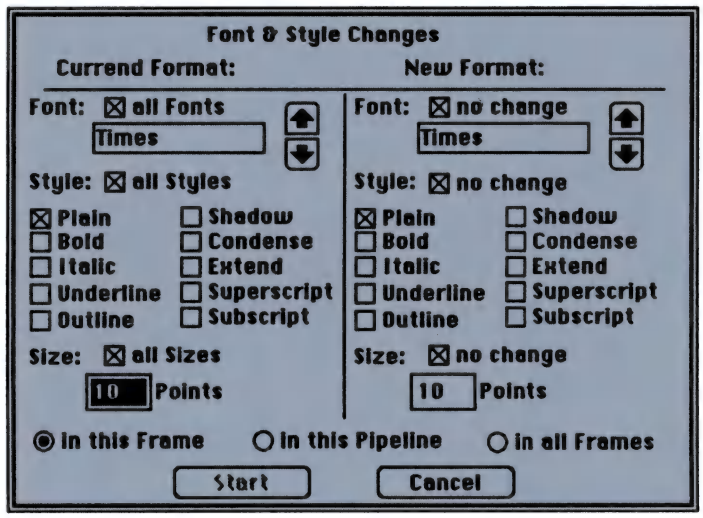
Plain	The quick fox.
Bold	**The quick fox.**
Italic	*The quick fox.*
Underline	<u>The quick fox</u>.
Outline	The quick fox.
Shadow	**The quick fox.**
Condensed	The quick fox.
Extend	The quick fox.
Superscript	$4^2 = 16$
Subscript	H_20

Font and Styles Changes (General)

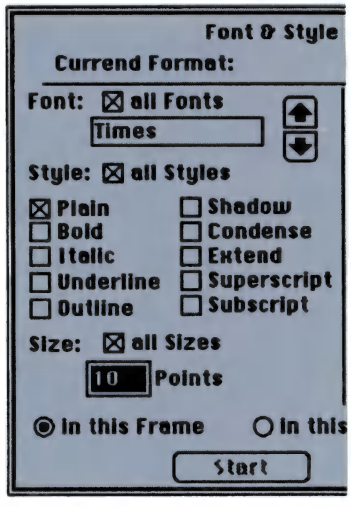
Fonts and styles can be changed in a portion of or an entire document and will work on both text and spreadsheet frames. Pull down the Windows menu and select **Fonts & Styles Changes.**



This dialog will appear:



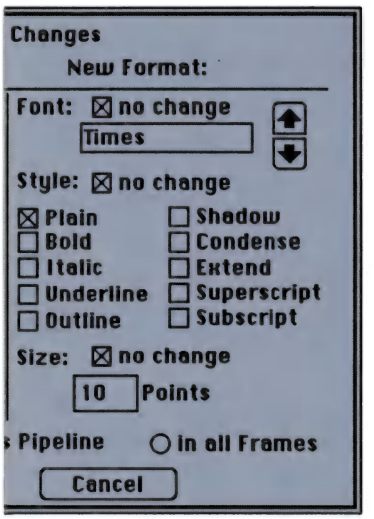
This dialog allows you to change fonts, styles, or sizes in a single frame, pipeline, or in all frames. Your first step is to decide what you wish to change. Look at the left hand side of the dialog entitled " Font and Style Changes." Then click on the check box to choose Font, Style, or Size.



The left side of the dialog allows you to specify what specific combination of font, style, or size will be looked for in the document. Only the combination totally matching what you have indicated will be changed.

When you want to make a change regardless of the font that appears in the document, click on the individual checkbox for All fonts. The same applies for style and size.

Once the "currend format" side of the dialog has been completed, go to the "new format" side and repeat the same operation. Only this time, specify the new combination that you wish to have inserted in the document.



Once the new font, style, or size has been indicated on the "new format" side of the dialog, the Start button will highlight at the bottom. Indicate whether you wish to have these changes made in a single frame, in the pipeline, or in all pipelines by clicking on the appropriate radio button. Then click on the Start button to initiate the process.

Forms Generation

Introduction

Once you begin using the RAGTIME forms generation feature, you will save find yourself saving a great deal of time. Using forms generation is easy and releases you from the need to re-design page layouts that have already been perfected.

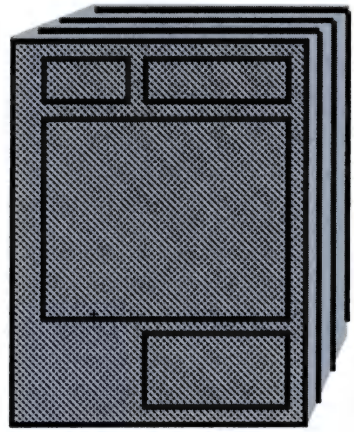
After a form is created, it can be re-used as often as you wish with the simplicity of a pad of paper. Here are just a few examples:

- For the employee sending inter-office memos
- For the secretary using company letterhead
- For the warehouseman recording tabular data
- For the executive who prepares financial reports
- For any monthly newsletter or publication
- For proposals and bid responses

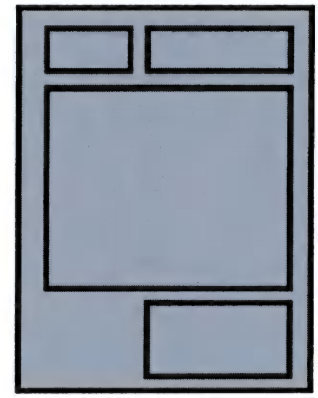
Wherever a form or standard format is required to save time, the forms generation feature will prove extremely effective.

What is a Form?

Generally, we think of forms as padded sheets of paper. Whenever you need a form, you tear off a sheet from the pad and start your work.



Pad of forms



Tear off a sheet

This is exactly the idea behind RAGTIME's Forms Generation feature. Except, in this instance, a form can be anything from a letterhead to an invoice. A newsletter might be another instance where forms could be used. Each section might have its own form page. A form can include all types of frames in any design, including multiple page forms. Pipelined text frames and styles and fonts are automatically saved with the form for added convenience.

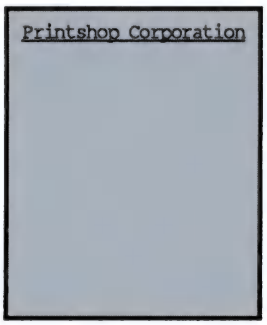
The best way to think of a form is as a standard layout that can be used again and again. By using a form, you get a fresh sheet with the same frame placement, text, lines, pictures and spreadsheets that you used the last time.

What do we mean by 'generate'?

To "generate" means to create. To generate a form is to create it from a design you have made.

For example, assume that you want to design a page to be used as a letterhead for your company, the Printshop Corporation. Each time you sent a letter, you would want to be able to tear off a page from your letterhead form and use it to type the letter.

First, you would design the letterhead using a normal document, then you would save it using a command called "Generate Form."



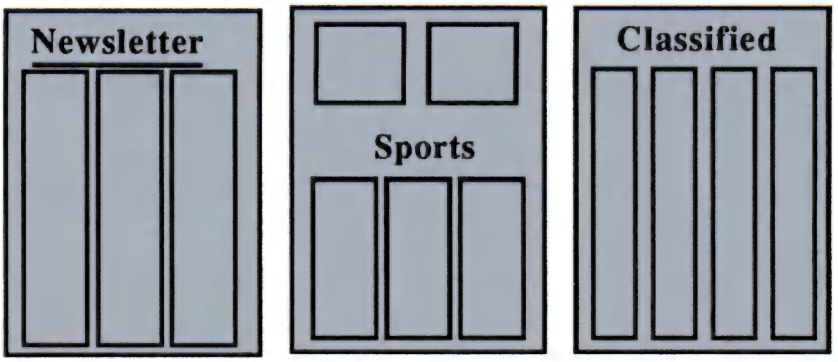
Design your letterhead.

Save it as a form.

Single and Multiple Page Forms

If you only had one form, like a letterhead, it would have one page. But what if you published a community newsletter which had sections like Sports and Classified? You would probably want to design different pages for each of these.

If you have a number of pages that are related to one another, you can still store them all under one form name. One form might have three separate pages from which to choose:

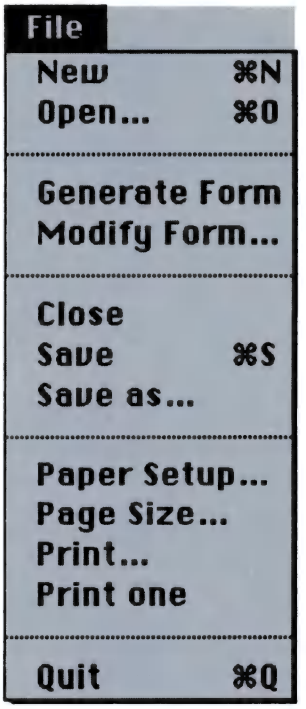


Newsletter Sports Classified

Form Page 1 Form Page 2 Form Page 3

A Summary of Form Commands

A summary of the different form related commands are shown below.



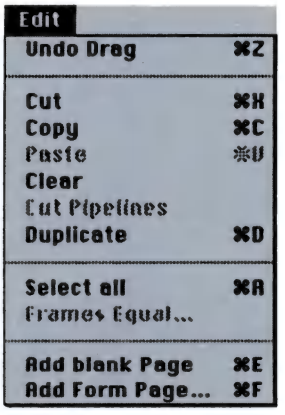
New Begin a new document.

Open... Open an existing document or tear off the first page of a form.

Generate Form Create a new form from a document.

Modify form... Edit an existing form.

Close
Save
Save as... These commands are the same for documents or forms.

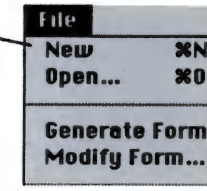


Add form page is for adding a form to the end of an existing document. For example: assume that you designed a form page for a report. Each time you add a new page, you could add report form page.

Insert form page allows you to insert a form page between the pages on which you are currently working. This command will only appear on the pull down menu after the page gap has been selected between the document pages.

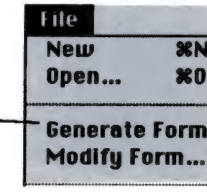
How to Make a Form (Generate Form)

1. To make a form, create a new document as you would any normal document. (Any existing document can also be used.)



2. Design your form by placing the text, spreadsheet, and/or picture frames in the desired locations.

3. When you are finished with the form, pull down the File menu and select **Generate Form.** The document name in the title bar will change to include the word "form". For example, if you were creating a letterhead, the title bar might change in this manner:



From:

To:

4. You can now save the form as you would a normal document. Your design will be saved as a form, from which you can simply "tear off a page" whenever you wish.

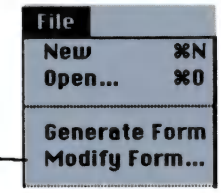
NOTE: A form icon differs from a normal document icon. A form icon appears as though it were a pad of paper.

Normal icon

Form icon

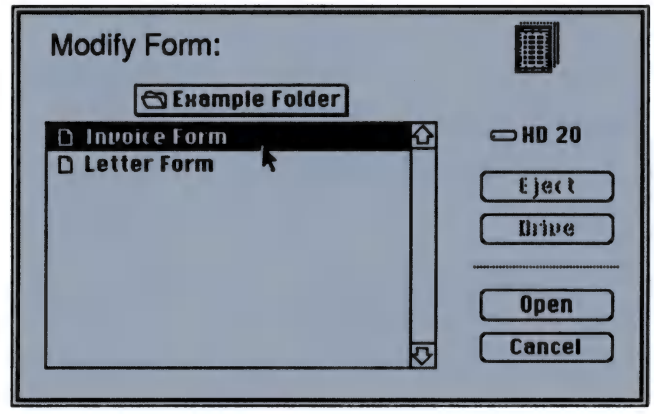
How to Change a Form (Modify form...)

When you modify a form, you change the design of a form that has already been created. Pull down the File menu and select the **Modify form** command.



NOTE: The Modify form command is for editing purposes only. See sections on the following pages for how to tear off a single page of to add/insert a form page.

After selecting Modify form, this dialog will appear:



Note that this dialog differs from the normal document dialog in that only the form icon appears in the upper right corner.

Only the forms that have been created and stored on the current disk are shown. You can scroll through the list until you find the form you wish to edit, and then make your selection by clicking on the name and then clicking on the Open button.

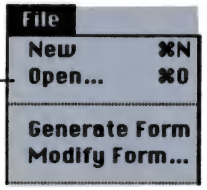
Important Note

Once a form is generated, it is saved in the same manner as a normal document. If you "tear off" a form page and then use it, it is saved as a document and not as a form.

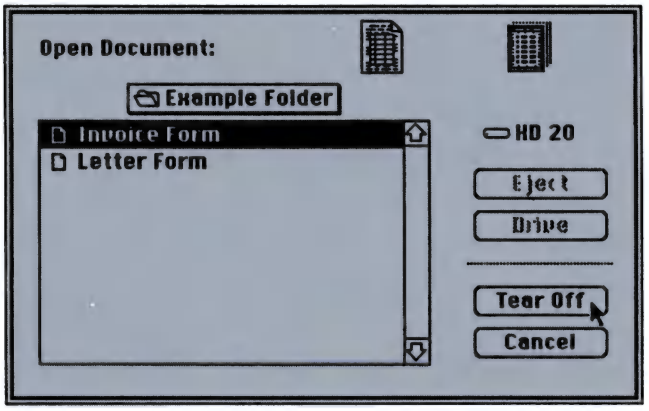
Tearing Off a Single Form from the Pad

Assume that you have created a letterhead and saved it as a form. To start your letter, you want to tear off a single form from the "pad."

1. Pull down the File menu and select the **Open...** command.



This dialog will appear:

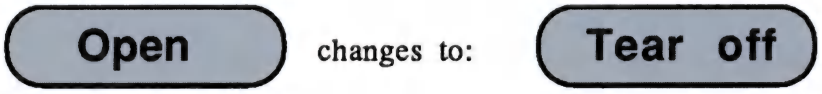


2. Click on the Document icon to turn it off. Now only the Form icon will be highlighted and only Forms will be listed.

Click here.

Forms icon will stay highlighted.

Notice at the same time, that the Open button has now changed to **Tear off.**



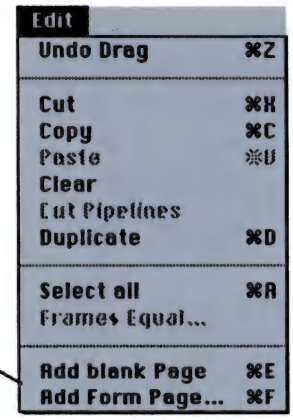
The Open button also changes to Tear off anytime you select a form in the window.

3. When you find the name of the form you wish to use, click on the name to select it and then click on the Tear off button. A new document will be created with the form design. In the title bar, the name of the form will appear along with the current date.

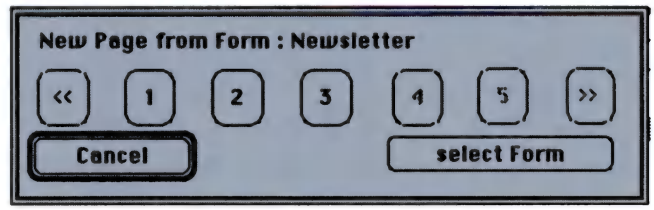
If you wish to add pages after using the initial page, follow the instructions shown below:

Add Form Page

To add a form page to a document, move to the end of the last page. Pull down the Edit menu and select **Add Form Page.**



This dialog will appear:



The message at the top of the page reads:

New Page from Form:

Verify that the form you have accessed is the correct form. If not, click on **select form** to choose another.

If the name of the form displayed is correct, click on the page number you wish to add. The preceeding page of your document will shift up, and the new form page will appear.

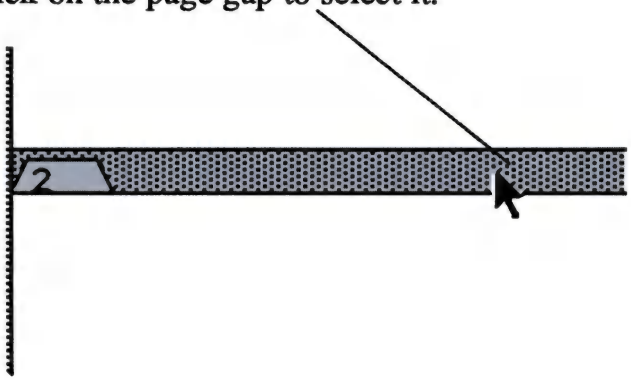
NOTE: RAGTIME allows for forms to have more than one page. If you have more than five pages on your form, you can scroll up the list of pages by clicking on the >> symbol. (Reverse the process by clicking on the << symbol.)

When working with a specific document, RAGTIME always remembers the name of the form that you last accessed and automatically places it on the dialog.

Insert Form Page

To insert a form page into the document, select the page gap between pages. (If necessary, use the vertical scroll bar at the right of the window to locate the page gap.)

Click on the page gap to select it.



Pull down the Edit menu. Notice that the selection reads **Insert Form Page**. Select this command and the following dialog will appear:

Verify that the form is correct (if not, click on **select form** to choose another), and then click on the page number you wish to insert.

A blank form will be inserted wherever the page gap has been selected.

Protect/ Unprotect Borders and Contents

Designing a form can involve considerable time and effort. Once designed, the form can be shielded from accidental change by using Protect/Unprotect Borders or Contents.

For example: Activate the frame so that the handles are showing. Then pull down the Frame menu and select **Protect borders.** (The borders can be unprotected by re-activating the frame so that the handles are showing and then selecting **Unprotect borders.**)

Page Layout

Introduction

Page layout means designing a page with your choice of frames, lines, page size, different fonts and styles, and whatever graphics or accents you might wish to add.

The following page layout section has a dual purpose: to practice page layout with a sample newsletter; and to list those additional RAGTIME features that are especially useful when doing page layout.

"Practicing Page Layout" draws on many of the RAGTIME features described in the various tutorials, Word Processing, Fonts and Styles, Spreadsheet and Picture sections of this User's Guide. It uses the sample documents 2,4,5,7,8, and 9, stored on your original Program disk.

Other features you might use while doing page layout include: Show/Hide Tags, Frame Numbers, Frames Equal, Drawing Lines, and Unprotect/Protect Borders and Contents.

Introduction

The purpose of Practicing Page Layout is to put into practical use some the features learned in the other sections of this User's Guide. This practice section will show you the basic procedures one might use to put a newsletter together.

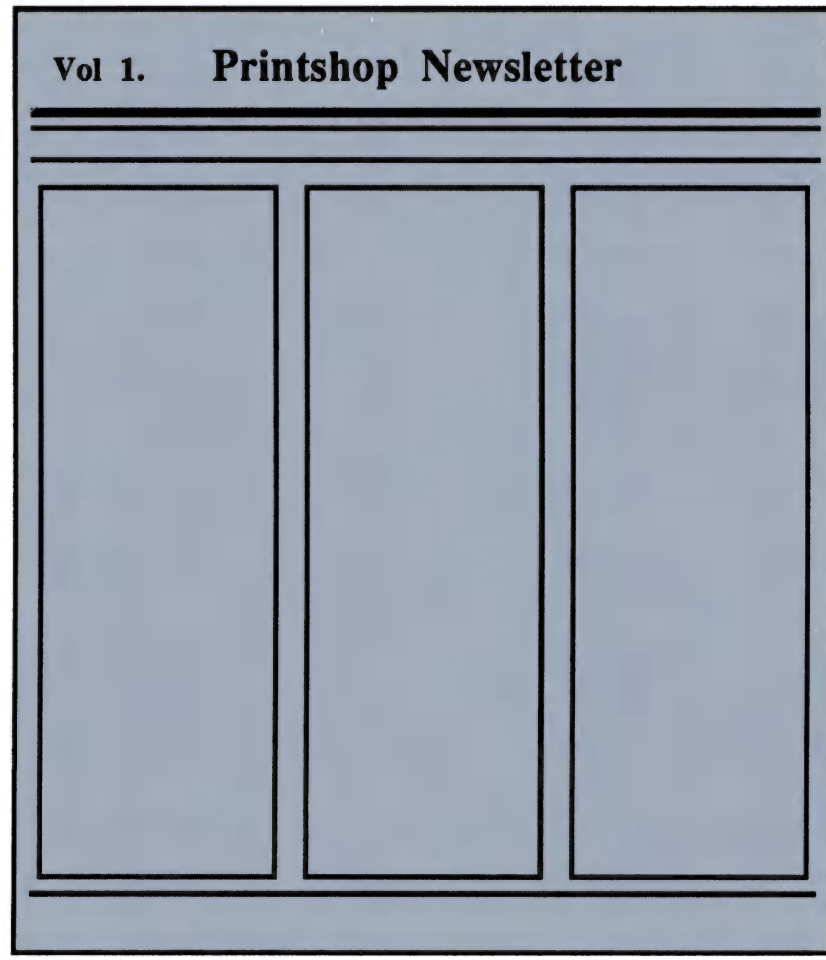
The Page Layout section uses the following samples stored on you disk: Samples 2,4,5,7,8 and 9.

Practicing Page Layout

Keeping a Form

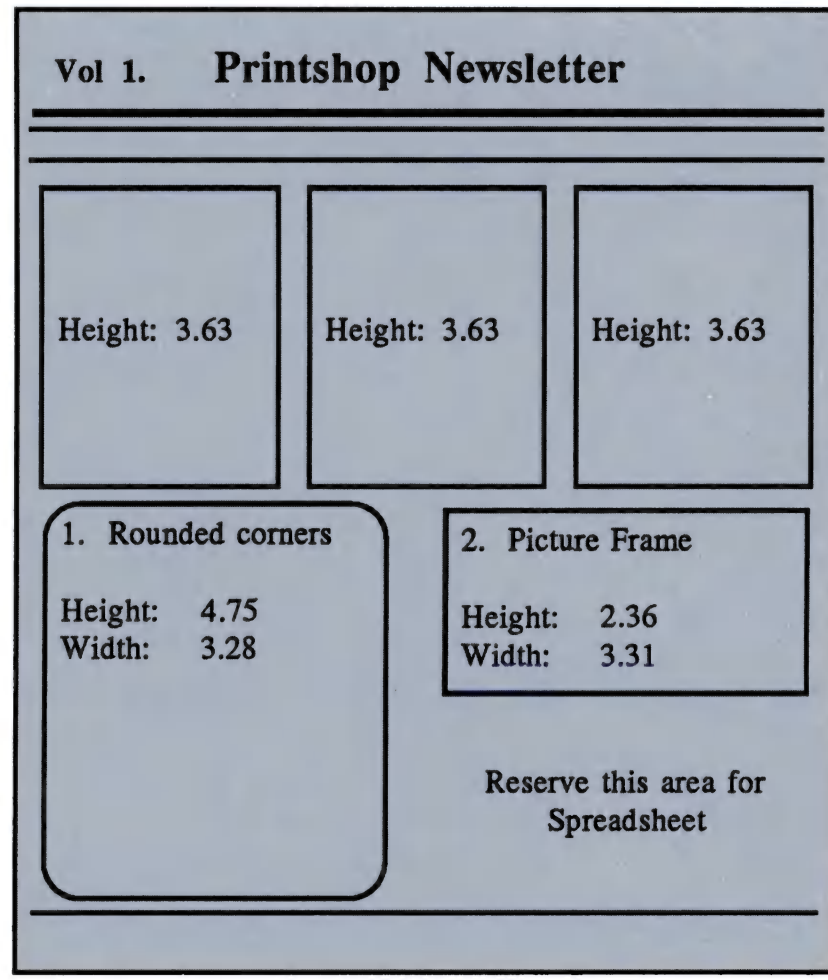
In most cases, if you were to put out a newsletter each month, you would keep a form with the same heading and general column layout. A practice form has been created for you on the disk.

Use the Open document dialog to select the form entitled Sample 7 (Newsletter) and click on the Tear off button to tear off a sheet. Your window will display this layout:



Notice that there are three equal columns created by frames. There is also a standard heading: "Printshop Newsletter."

Assume that you have been gathering your material, and you know that you have two articles, a letter, the new company logo and the third quarter earnings report to enter on this page. But to do so you must create two new frames at the bottom of the sheet, plus reserve an area for a spreadsheet.



Changing and Creating Frames

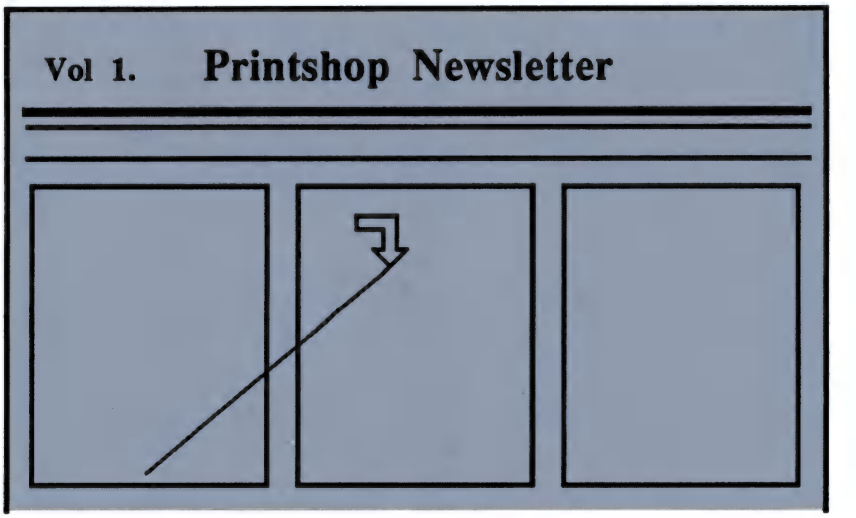
Use the page layout methods described in the Working with Frames Tutorial to shorten each of the long columns to 3.63 inches.

Now create two new frames with the dimensions shown above. Give the largest frame the rounded corners. Make the second frame a picture. Reserve the final area for a spreadsheet.

Transferring Text into Page Layout Frames

Now that your layout is done, you are ready to transfer your text, picture and spreadsheet documents into the frames. (Remember that one of RAGTIME's greatest advantages is that you can type the text directly into the frames if you wish.)

Since the first article, Sample 2 (History in the Making), will take up at least the first two columns, draw a pipeline to connect the them. Select the pipeline icon from the Page layout option and then, while pressing the mouse button, draw the pipeline. Remember that you can make pipelines a part of your form if you choose, thus adding convenience.



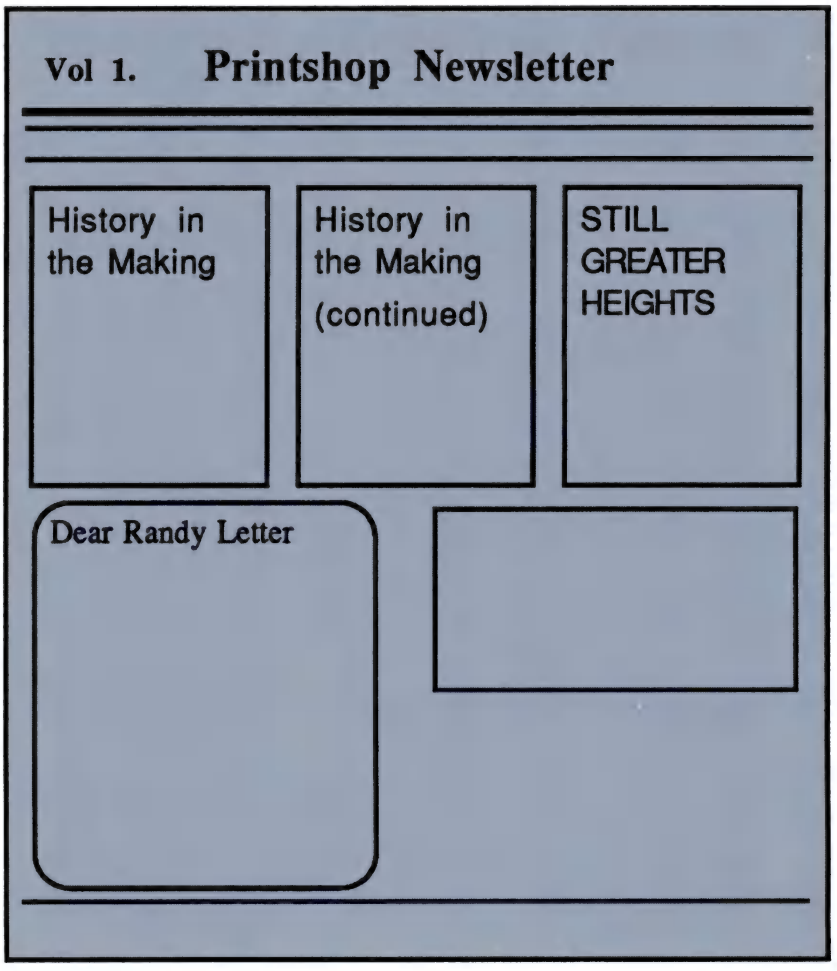
Once the pipeline is drawn, click inside the first frame so that the caret is showing; then pull down the File menu and select **Open**. When the Open document dialog appears, select Sample 2 (History in the Making). With Sample 2 on your page, click inside the Sample 2 frame. Then pull down the Edit menu and choose **Select All Text.**

After the text is selected in the Sample 2 frame, pull down the Edit menu and select **Copy**. Then pull down the Windows menu, switch back to your Newsletter document and paste the text into the first column. With the two columns pipelined, the text will flow without interruption from one frame to the next.

(For details on the use of Windows, see the Working with Windows Tutorial.)

The next article to insert will be Sample 4 (Still Greater Heights). Follow the same procedure as above, transferring the text from this document into the third column:

1. Click inside the third column frame so that the caret is showing.
2. Pull down the File menu and select **Open.** When the Open document dialog appears, select Sample 4 (Still Greater Heights). With Sample 4 on your page, click inside the Sample 4 frame. Pull down the Edit menu and choose **Select All Text.** Pull down the Edit menu and select **Copy.**
3. After the text is copied, pull down the Windows menu, switch back to your Newsletter document and paste the text into the third column.



Repeat the same operation once again for the frame you created with the rounded corners. This time, use the "Dear Randy" letter you typed when working in the Word Processing section. A copy of the letter is provided under the name Sample 5.

After transferring the letter, however, you will notice that the text extends beyond the bottom of the frame. In order to correct this problem, use **Select All Text** once again to select all text in the frame, then pull down the Style menu and select the 9 point type.

(If you have inadvertently placed an extra line at the top of the frame, you will need to remove this by using the backspace key.)

Placing a Picture

In the list of samples on your disk, a picture in the shape of a company logo has been included under the name Sample 8 (Company Logo).

To place the Company Logo into the picture frame on your newsletter, follow these steps:

1. Click on the picture frame border so that the handles are showing. Pull down the Frame menu and select **Picture**. Click inside the frame so that it becomes gray.
2. Pull down the Pictures menu and select **Open Picture**. When the Open document dialog appears, select Sample 8.
3. The logo will appear inside the picture frame. Make any adjustments with Clip to fIt or Size to fit.

Transferring the Spreadsheet

To transfer the spreadsheet to you newsletter, follow these steps:

1. Pull down the File menu and select **Open**. When the Open document dialog appears, select Sample 9 (Spreadsheet). With Sample 9 on your page, click on the frame borders. Pull down the Edit menu and select **Copy**.

2. After the spreadsheet is copied, pull down the Windows menu, switch back to your Newsletter document and paste the spreadsheet sample into the designated area.

Show Tags/ Hide Tags

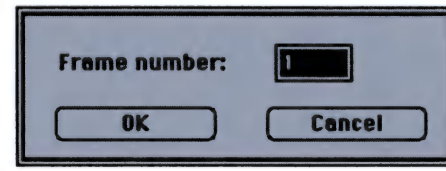
As frames are created, they are numbered consecutively on each page. Each frame receives a number depending on the order in which it was created. These numbers can be viewed with the **Show tags** command on the Windows pull down menu. After viewing the tags, they can be hidden again by reselecting the Windows menu and choosing **Hide tags**.

Frames numbers are used for the following reasons:

- to establish an order for search and change
- to make pipelines visible (Example: If pipeline indicator says 3:4, this means page 3, frame 4.)
- to establish a calculation order for spreadsheets
- to use as a reference from spreadsheet to spreadsheet

Frame Number

Frame numbers can be changed to reflect any numbering requirements or schemes you may have. First, select a specific frame so that the frame handles are showing. Then pull down the Frame menu and select **Frame Number**. This dialog will appear to accept the new number.



If the number you wish to enter is already in use, you will be asked to enter a new number, or cancel.

For pipelines, a change in the number does not affect the pipeline; it only affects the number on the tag.

Frames Equal

Frames Equal allows you to make extensive formatting changes throughout your document. This feature should only be used where the formatting has been pre-set by the use of forms or when the specific frames to be changed have the same number and type.

Assume that you have just completed a ten page document and decide that you want to make the pages double-sided (right and left facing pages).

Select one page and make the adjustment to a single frame. Then select **Frames Equal** from the Edit menu. Decide on which pages (all, odd, or even) you want the formatting done. Click on the appropriate button and the frames on those pages will automatically be adjusted.

Drawing Lines

To enhance your page layout, you can draw lines using either of the draw-a- line icons. Select the appropriate icon from the Page layout option, and then use the cursor to draw the line. Lines are activated and cleared in the same manner as frame borders.

Protect/ Unprotect Borders and Contents

Designing a page layout can often involve considerable time and effort. Once designed, the layout can be shielded from accidental change by using Protect/Unprotect Borders or Contents.

For example: Activate the frame so that the handles are showing. Then pull down the Frame menu and select **Protect borders**. (The borders can be unprotected by re-activating the frame so that the handles are showing and then selecting **Unprotect borders**.)

Printing and Page Size

Introduction

The normal printing procedure is only two steps and is the same for all RAGTIME documents. Before printing, however, it is important to consider those areas that can affect the printing process.

RAGTIME provides a great deal of flexibility in terms of designing page sizes for your documents. You may use a standard page size that goes with a standard paper size. Or, you can design several smaller pages to fit on the standard paper size. You can also design a page that is larger than the paper size, and RAGTIME will accommodate it. Whatever your document requirements, RAGTIME does not restrict you with page dimensions and standards that cannot be altered.

Printing Considerations

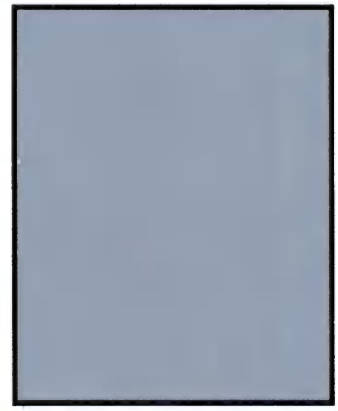
There are several areas that must be considered before printing: desk accessories, paper size, page size, and the print dialog. You should have some familiarity with all of these terms and what they mean before attempting to print. If necessary, consult your Macintosh manual.

Desk Accesories

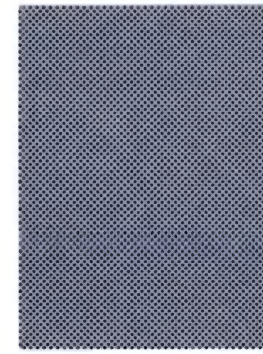
Refer to your Macintosh, Imagewriter and LaserWriter manuals for details on desk accesories relating to your printer. Check to see that all these have been correctly set.

Paper, printable area, and page size

Paper, printable area and page size are separate entities in printing.



Paper size

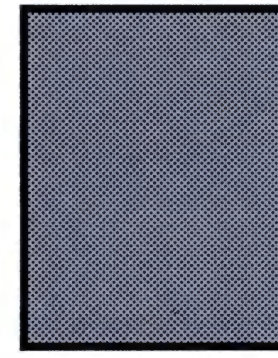


Printable area

The paper relates to the size of paper in your printer.

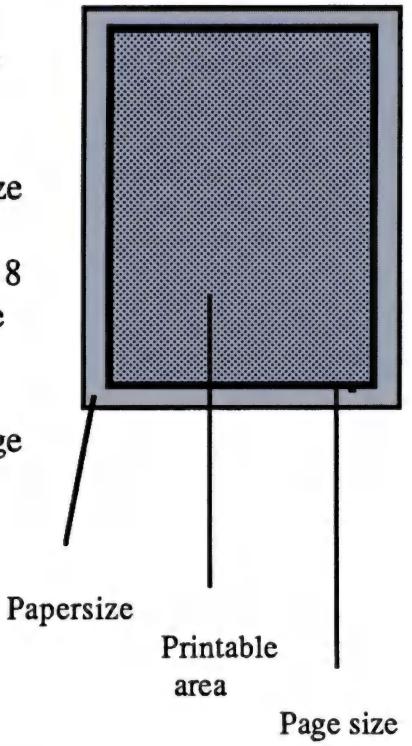
The printer cannot print on every part of the paper. The printable area is that part of the paper on which the printer can print.

The page size is a part of the paper's printable area selected to be a page. In the example to the right, the dark border, in this case, represents the page which is the same size as the printable area.



Normally, if you select a standard paper, a standard page size is selected automatically. An example of standard paper would be a US Letter paper size (8.5 by 11 inch) with both a printable area and page size of 8 by 10.44 inch as shown to the right:

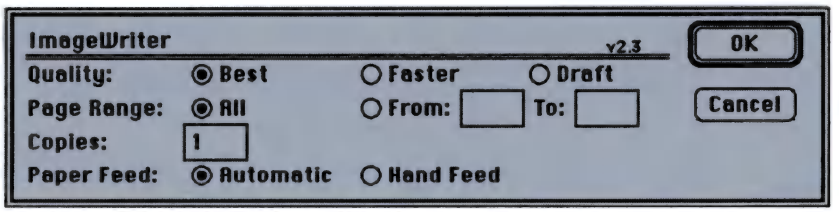
NOTE: Both the paper and page can be changed from the standard sizes to suit any project.



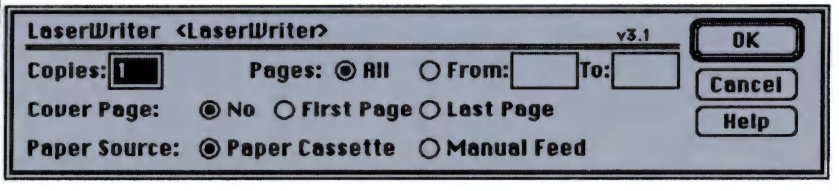
Print Dialog box

When you select **Print** from the File menu, you will see a dialog box corresponding to the type of printer you have selected. The dialog box is for making final printing choices. Since several versions of the Print dialog box are available, the dialogs shown below are for sample purposes only:

Sample Imagewriter print dialog box:



Sample LaserWriter print dialog box:



How to Print a Document

The same printing procedure is used for all areas of RAGTIME (text, picture, or spreadsheet).

1. Pull down the File menu and select **Open** to open the document that you wish to print.

2. Pull down the File menu again and select **Print**. Depending on your printer type, a print dialog will appear to allow you to make the final printing choices: number of copies, which pages to print, and so on. When these have been selected, click on the OK button.

   As the printer is printing, a status dialog will appear in the middle of the desktop, notifying you of the progress of the printing.

If problems arise, consider the following checklist:

- ☐ Check that the paper size shown in the Paper size dialog is correct. Paper size refers to the physical paper being used in the printer. For example: If your document is meant for legal sized paper, you won't want to print it on letter size. To set the paper size, pull down the File menu and select **Paper Setup**. Refer to "Paper Setup Dialog" later in this section for more details.

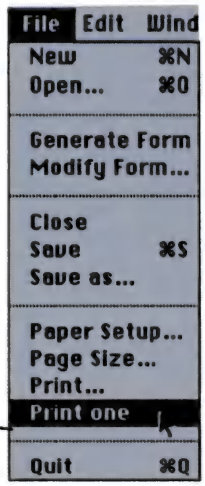
- ☐ Check that the page size fits the paper size selected. If you have designed your own page, it may be larger than the paper used in the printer. This will cause additional paper to be printed until the page is completely printed.

  Remember that the page size is normally determined when creating a new document or when building a document from a form. When you change the page size of your document and make it smaller, you may have to re-format your page layout because some frames might not fit.

  Refer to "Page Size Dialog" later in this section for more details.

Print one...

Assume that you have set up your paper and printed a document. Then you make some minor adjustments to the document.



If you wish to maintain the same printer specifications you used since the last printing of this document, pull down the File menu and select **Print one.**

Print one is a shortcut. The command says to RAGTIME, "Print one copy of the document showing on the screen using all the same specifications used on the last print of this document. Skip over the Print dialog and go right into printing."

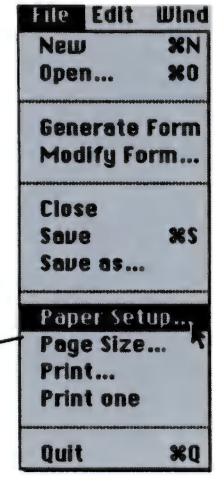
How to Change Print Settings

Anytime you use a standard paper along with standard page size, RAGTIME takes care of the settings. If you have been typing text on a standard page with a standard paper size already verified, you are ready to issue the print command.

But what if you want to print sideways? Or you want to print a page that is larger than the paper? You may have a host of new printing ideas that do not conform to the standard sizes found in the paper set up. You may have page sizes that extend far beyond the paper borders.

You can access the Paper Setup and Page Size dialogs directly from inside a document to change any print settings you wish. These are described on the following pages.

Paper Setup Dialog

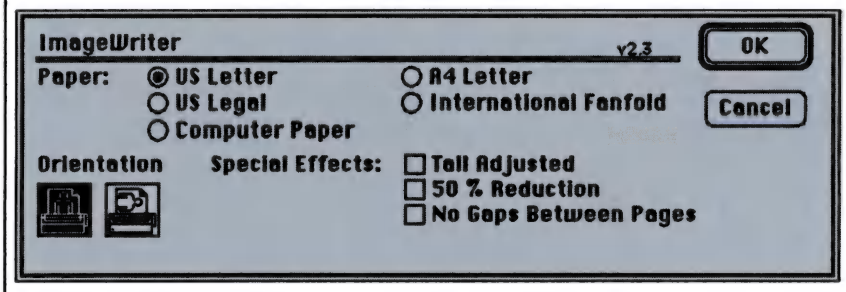


The paper setup dialog controls such areas as paper size, reduction and enlargements, orientation and printer effects. The paper size refers to the dimensions of the actual paper to be used in the printer.

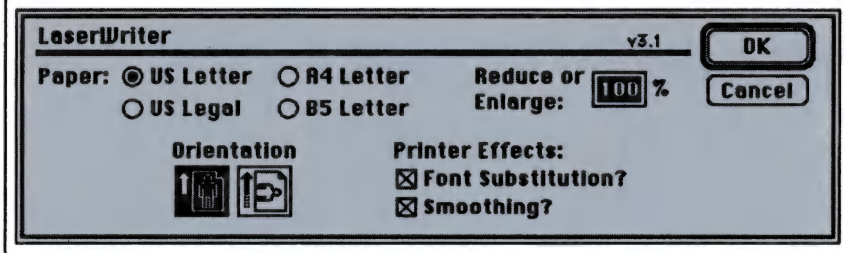
To change the paper size, pull down the File menu and select **Paper Setup.**

The actual paper size dialog that will appear on your screen is related to the individual printer that you have selected. Since more than one version of the paper set up dialog exist, your dialog may vary from the samples shown below:

Sample ImageWriter paper setup dialog:



Sample LaserWriter paper setup dialog:

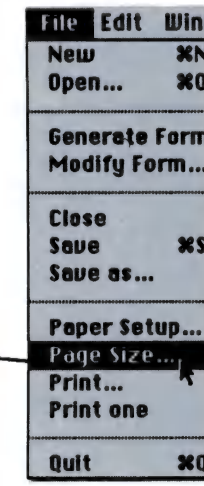


For a detailed explanation of the choices available on your specific paper setup dialog, refer to your Macintosh and printer manuals.

All setting done in these dialogs will be saved along with the document. When you open your document the next time, they will automatically be provided as the normal values (or defaults). However, when you change the selection of printer, you will have to reset these defaults. A warning message will appear.

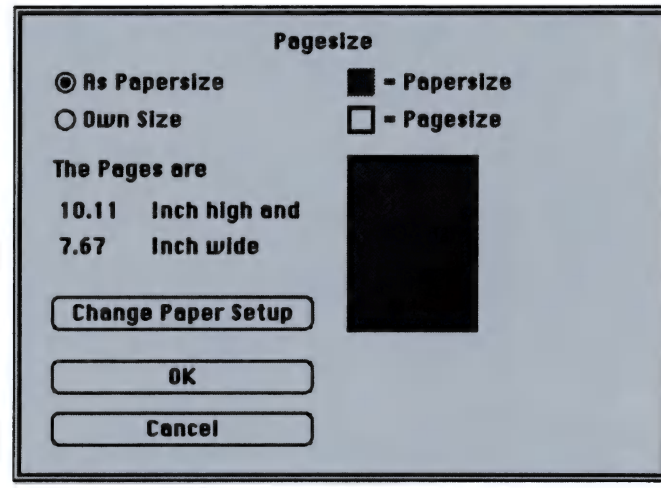
Page Size Dialog

A "page" is the area where frames will be created or placed. The "page size" refers to the dimensions of the document page. (A new page size can be created regardless of whether it fits on the printer or not.)



To change the page size, pull down the File menu and select **Page size.**

This dialog will appear:



(Note: the Paper size can also be changed from this dialog. See "Change Paper Setup Button.")

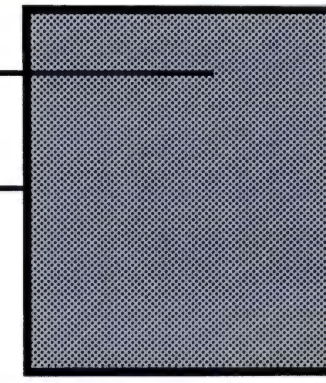
Relationship between printable area and page

Since the printer cannot access every part of the paper on which it prints, the area on which it *can* print is called the "printable area." The "page" is printed on the printable area. Both printable area and page are illustrated graphically on the dialog shown above. The printable area is shown in gray while the page size is represented by the dark border.

Printable area of the physical paper (gray area)

Page (dark border)

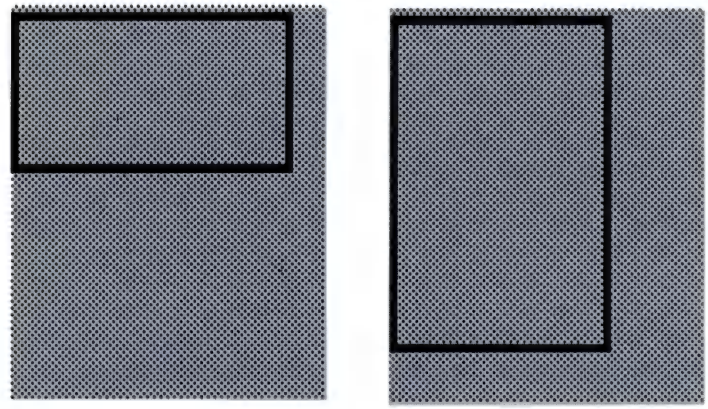
(Sample shown to the right represents a US Letter with a standard page 10.44 by 8.)



If you are working on standard paper, you would normally want a standard page size to fit the paper. A standard page size is supplied by RAGTIME as the normal value (or default) until you change it with the Page Size dialog.

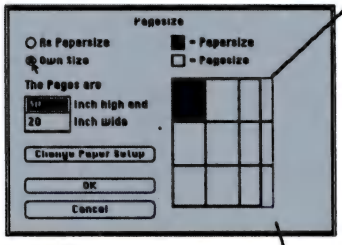
Page sizing examples

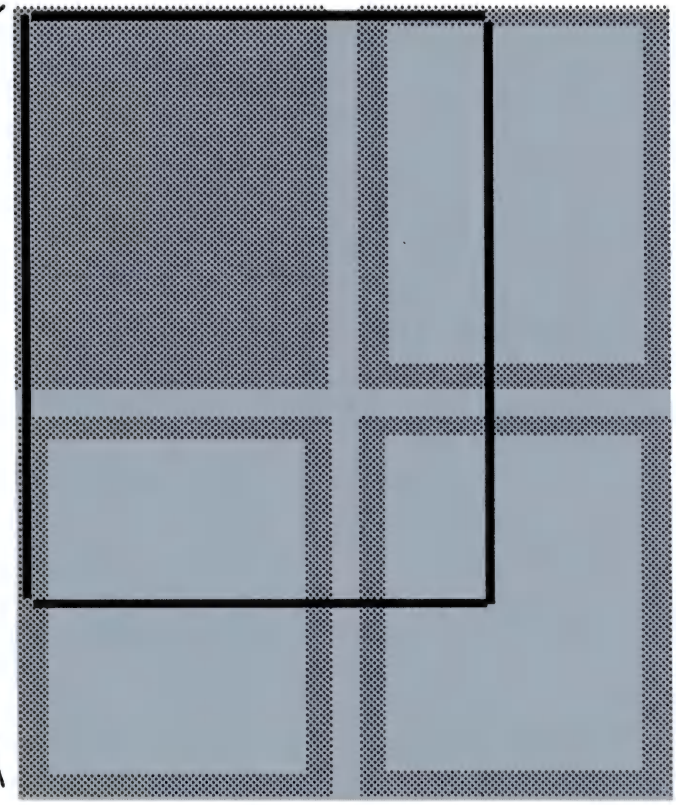
Shown below are page sizing examples using the standard US Letter paper selection. Notice how, when the page size is changed, the printable area (gray in color) remains the same.



The page is always printed starting in the upper left hand corner of the printable area of the paper.

When the page is larger than the printable area, RAGTIME will automatically print an extra piece of paper to accommodate each part that can not be fit on the first. For example, this might be shown on the dialog as the page is sized:





The single page shown above is much larger than can be printed on one sheet of paper. Thus, four sheets of paper for one document page will be printed.

As Papersize

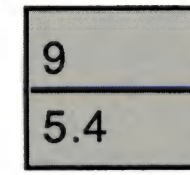
As Papersize refers to the standard page size that is automatically selected via the Paper setup dialog. If you leave the selection as it is, you are telling RAGTIME: "Use the page size that comes with the paper that was selected." (Remember that you can change this by using **Own size** as shown below.)

As Papersize leaves the page size equal to the printable area of the paper. In other words, if you make no changes, the standard paper selected in the Paper Size dialog will provide a standard page size that you can use for your document. If you are using a LaserWriter, the following page sizes would be available:

Paper	Page size
US Letter	10.44 high by 8 wide
US Legal	13.44 high by 8 wide
A4 Letter	11.11 high by 8 wide

Own size

If you want to create your own page size, click the mouse on the radio button in front of **Own size** on the paper setup dialog. (The **As Papersize** circle will become empty as the **Own size** highlights.)



You can now type in your own dimensions for the height.

Press the Tab key to set the new number and skip to the width. After you change the number and click on the OK button, the new dimensions will be fixed for the document.

WARNING: Changing the page size can affect your current page layout (or work in progress) substantially. Enlarging the dimensions is no problem. Shrinking page size, however, could make some frames fall outside the pages. After a warning message, you will will lose these frames if you continue with action taken. **Always rearrange the frames before you select a smaller page size.**

Change Paper Setup Button

Paper size may be determined in the Paper Setup dialog in the File menu. Or, you can access that same dialog directly through the Page size dialog by clicking on the **Change Paper Setup** button.

Once you have made your changes on the Paper Setup dialog, clicking on OK will return you directly to the Page Size dialog.

Changing Between LaserWriter and ImageWriter Printers

If you design a document with a standard US Letter paper and page size to be printed on the ImageWriter and then decide to print it on the LaserWriter, a printing problem will occur. Since the printable area on the ImageWriter's page is larger than the LaserWriter's, the LaserWriter will print 4 pages for every one designed for the ImageWriter.

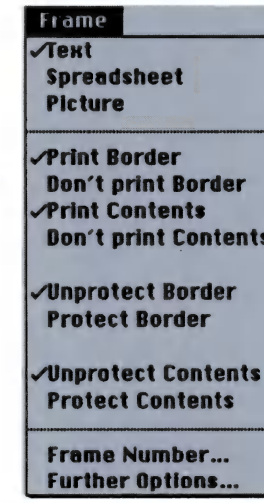
To solve this problem, go to the LaserWriter Paper set up dialog and use the Reduce or Enlarge option. Enter a factor of 90%, and the problem will be corrected.

Printing Options for Frames

RAGTIME allows you to choose whether or not the frame's individual border or contents are printed.

Place the arrow on the edge of the frame and click the mouse so that the frame becomes activated and the handles appear. The page layout will appear at the top of the screen.

Now place the arrow on the word Frame, press the mouse button and pull down the menu. The checkmark in front of the selection indicates the current choices. To switch off the entire frame or its contents, merely highlight the alternative and then release the mouse.



Print/Don't Print Borders

A frame that appears on your screen with a dotted line will not be printed. When a document is first opened, **Don't Print Border** is selected automatically. This can be changed at any time.

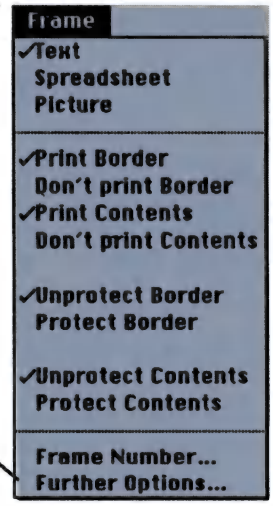
Print/Don't Print Borders feature acts like an on-off switch for all the borders of a frame. Activate the frame and select **Print Borders** or Don't Print Borders to suit your needs. (NOTE: if you wish to use the Further Options selection to print individual borders, Print Borders must be selected first.)

Print/Don't Print Contents

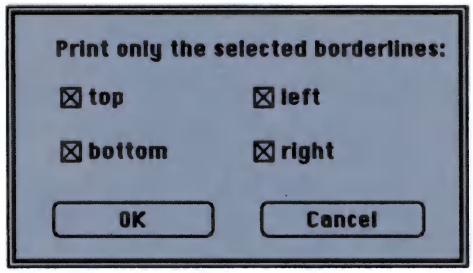
Print or Don't Print Contents refers to the contents of a frame, whether it is text, spreadsheet, or picture. This feature is used in the same manner as Print/Don't Print Borders.

Further Options

To turn off an individual side, or sides of a frame border, first activate the frame so that the handles are showing. Pull down the Frame menu and select Print Borders. (This must be selected before Further Options can be used on any frame.) Then, pull down the Frame menu and select **Further Options.**



This dialog will appear:



The check boxes labeled top, bottom, left and right refer to the borderlines of the activated frame. Normally, each box will have an X to show that the border is turned on, or will be printed. When the check box is empty, the border will not be printed.

To turn off a border, place the arrow on a specific box and click the mouse. The check box acts like a switch.

Print border

Do not print border

To turn a border on again, click the mouse in the empty box and the X will re-appear.

IMPORTANT: The Further Options command is only effective if Print Borders is selected first.

Spreadsheet Printing Options

Spreadsheet printing allows you to print the closed sheet version of the spreadsheet. You have the choice of printing or not printing the grid as well as printing it in gray or black. You can also choose whether to print the R/C titles or not.

The grid is the crosshatch of vertical and horizontal lines that make up the cells. Grid may be gray or black:

	A
1	Costs
2	$35.00
3	$55.00

Grid in gray

	A
1	Costs
2	$35.00
3	$55.00

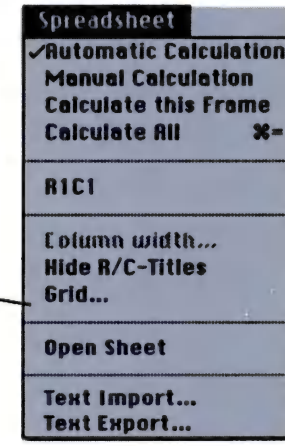
Grid in black

These examples show the R/C titles hidden. (Shown left with grid lines on. Shown right with grid lines off.)

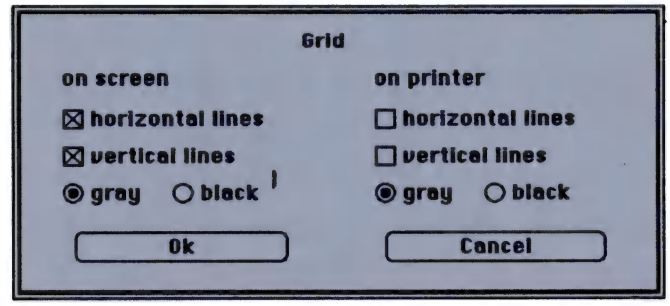
Costs	
$35.00	
$55.00	

Costs
$35.00
$55.00

If you want to have the grid printed, the spreadsheet must first be activated by clicking on one of the cells. Then pull down the **Spreadsheet** menu and select **Grid.**



This dialog will appear:



To print the grid, click on the appropriate **On printer** check boxes. If you want the printed grid to appear in gray or black, click on the appropriate radio button. If you want no grid printed, click off all check boxes.

Printer Notes

Ragtime can be used with both the Imagewriter and LaserWriter printers. The Imagewriter uses a resolution of 72 X 72 dots per inch, the same as on the Macintosh screen. The LaserWriter uses 300 X 300 dots per inch. Generally, the printed image will look better with a higher resolution.

To get the best quality pictures in MacPaint when printing on the LaserWriter, you should scale your pictures in the document to one of the scales 25%, 50%, 75%, or to Original size. The LaserWriter prints bit-mapped pictures with a reduction of 96%. Thus one pixel on the screen corresponds to exactly four pixels on the paper. With a scale of 75% one screen pixel of the original picture corresponds to three pixels on the paper. Accordingly one screen pixel corresponds to two pixels on the paper with a scale of 50% and to one pixel on the paper with a scale of 25%. These reductions will not cause any rounding deficienciesbecause the pixels on the screen correspond to a whole number of pixels on the paper. Therefore the prints have an extremely good quality.

REFERENCE SECTION

Contents

Introduction

7.1 General Information

7.2 Page Layout

7.3 Word Processing

7.4 Spreadsheet

7.5 Pictures

7.6 Forms

7.7 Printing

Introduction

The Reference section is broken into seven functional areas for your quick access. Each section gives a detailed description of all the features and capabilities of RAGTIME. For those of you who are experienced with the Macintosh and Page Processing, this section may be the only portion of the manual necessary for your review. It is suggested that you refer to the index when trying to locate specific terms or features.

General Information

Starting the Program

- Select the program icon
- Choose the command Open from the File menu
- Double-click on the program icon

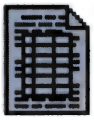
Program Icon

Start the program by either selecting the program icon and then choosing the command Open from the File menu or by double-clicking on the Ragtime icon.

Forms Icon

The Page layout option and one page of a new document (Untitled 1), will appear. The page shown on the screen will already contain a large frame. Now you can either start to insert text (see Section 7.3 Word Processing), change the frame or create additional frames (see Section 7.2 Page Layout).

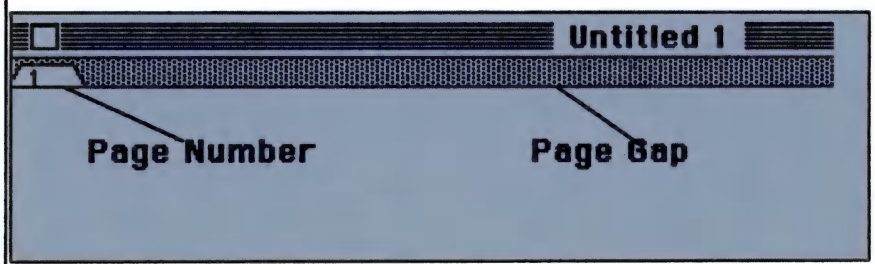
Document Icon



If you want to edit a specific Ragtime document, you open the program Ragtime and the document by selecting the document and choosing the command Open or by double-clicking on the document icon. The document, the menu bar and the tool bar appear as they were shown when the document was saved. Now you can go on working with the document.

Structure of the Documents

The documents in Ragtime are organized and shown as pages on the screen. The presentation is an accurate representation of what will be printed. A gray stripe is shown above each page to indicate the page gap. On the upper left edge, there is a number indicating the particular page of the document represented.



Frames are the basic building blocks of Ragtime, used to place text, spreadsheets and graphics. Frames can be arranged freely to create custom designed layouts suitable for any specific application. Thus, a single page of a document can contain frames with text, spreadsheets and pictures. Frames may also contain other frames, (known as nesting), which allows you maximum flexibility (add a caption within a graphic for example). Prestructured documents can also be defined as forms. When using a form, only those items specific to this particular need must be added..

Detailed information on how to create and edit frames can be found in Section 7.2 entitled Page-Layout. Information on word processing, spreadsheets, pictures and forms are found in the corresponding sections.

Menus

The first four pull down menus are always the same, no matter which section of the program you are in:

The Apple menu
The File menu
The Edit menu
The Windows menu

Some of the items change however, depending on the situation. When editing a spreadsheet for example, some additional items are available in the Edit menu. In this section of the reference, only those items which are the same for all functions are described. Items specific to a particular portion of the program, are described in the appropriate section.

Apple menu

Items in the Apple menu, give information about Ragtime and access to the available desk accessories.

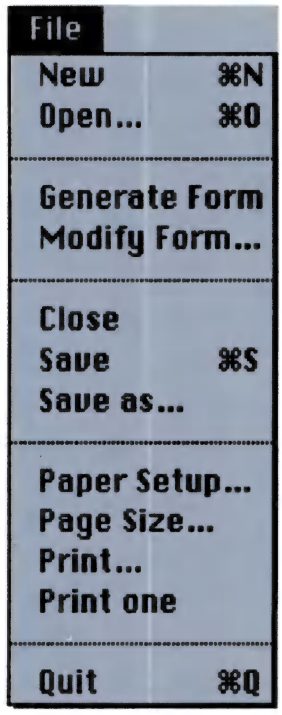
About Ragtime

The command **About Ragtime** presents the start-up window with information about Ragtime.

Desk Accessories

The lower part of the apple menu displays the desk accessories which are available on the disk. By choosing any of these items, the accessory will appear on your desktop.

File Menu



The File menu contains items for creating, opening, saving, closing and printing documents.

New

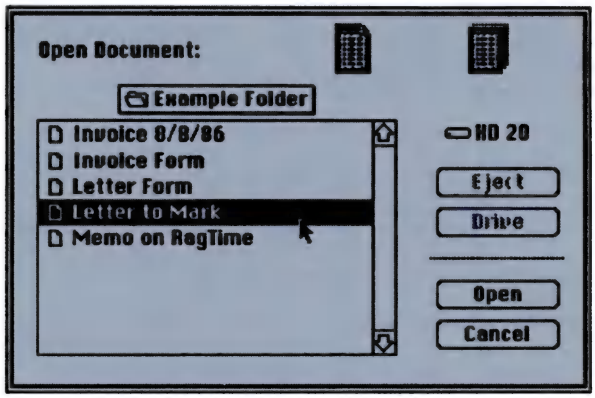
- Choose the command New

The command **New** is used to create a new document. The first new document gets titled "Untitled 1", the second "Untitled 2" etc. The number of documents which can be created is only limited by the available memory capacity. If you want to save a newly created document, it must be a titled (see page 7.1 -5: Save).

Open...

- Choose the command **Open**
- Select the title of the document and click Open
  or
- Double-click the title of the document

The command **Open** will open a document which has previously been saved on the disk. After choosing this command, a window will appear showing the documents which are saved on the current disk. Using the scroll bar, you can review the entire list. Open the desired document by selecting (clicking) first the title of the document and then choosing Open, or by briefly clicking twice on the title of the document.



If you have selected a form, the text in the opening button in the dialog will be **tear off** instead of open. When activated, you get a copy of the first page of the form opened as a new document. For more on forms, see section 7.5

Generate Form

- Choose the command **Generate Form**
- Save the document

With the command **Generate Form**, the document active at present will be designated as a form. By saving the document as a form, it then becomes available for future use. (see Section 7.5 Forms for further information).

NOTE: This command is irrevocable !

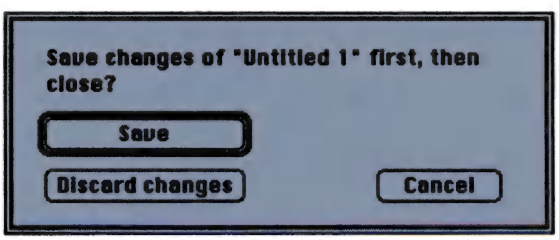
Modify Form...

- Choose the command **Modify Form...**
- Select form and click Open
  or
- Double-click the title of the form
- Make the necessary changes
- Save the newly designed form

To modify a form, you can open it with the command **Modify Form** and then edit it as desired. Once the changes have been completed, save them as you would for any other document. This is the only way to make permanent changes to a form.

Close

- Choose the command **Close**
- Decide whether the document should be saved
- Insert a title (if necessary)
- Close the document



With the command **Close,** the currently selected document will be closed. This can also be achieved by clicking the close box on the left side in the title bar of the document window. A dialog will appear asking you whether you want the document to be saved, before it is closed. **If you don't save the document, all changes since the last saving will be lost!**

If the document you wish to save has yet to be named, a dialog will appear in which you can insert the title of the document. (see below: Save as...)

By clicking "Drive", you can select another drive to place the document in. By clicking "Eject", the disk can be ejected to insert another disk where the document can be saved. After saving, the document window is closed.

Save

- Choose the command **Save** (if the document is untitled)
- Insert the title of the document

With the command **Save,** the selected document is saved on the disk. If the document has no title, a dialog box appears in which the title can be named. (See save as... below)

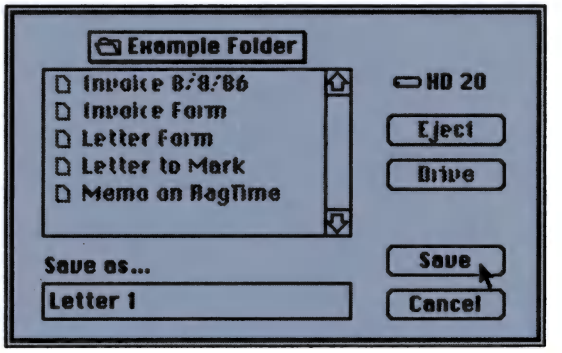
It is important to save a document and its revisions frequently, especially when working on longer documents. By doing so, the results of your work can't be completely lost should a power failure, interruption, or deletion by mistake occur.

Save as...

- Choose the command **Save as...**
- Enter the new title and save

After choosing the command **Save as,** the document is saved under the title you choose. A dialog box will appear (see next page) where you can enter the desired name for your document. With **Save as,** it is also possible to save a document (which has previously been saved), a second time under a new title. With this, you can create several versions of one document. This can be useful if you need several documents which differ only slightly from each other.

The Save as... dialog.



Paper Setup...

- Choose the command **Paper Setup...**
- Select the desired parameters and click OK

When the command **Paper Setup** is chosen, a dialog box appears in which you can set the printing parameters for the selected printer. By clicking the desired values, the print format can be determined. Clicking the OK button or pressing the Enter key saves the new parameters with the document.

The dialog appearing after you select the Paper Setup will depend on the printer currently selected. Select the Chooser Desk accessory to change the printer selection.

Please refer to section 6 for further details concerning printing.

Page Size...

- Choose the command **Page Size**
  then
- Select **As Papersize**
  or
- Select **Own Size** and insert the desired height and width
- Click OK

With the command **Page Size,** the size of the page shown on the screen and printed can be defined. The sample page on the right side of the window shows the printable area in gray and the page size in a thick black borderline.

The setting of the parameters is done by clicking the desired values. The printing will start when the OK button is clicked. If you change your mind, you are free to cancel at any time.

While printing, a dialog appears which gives notice of the work in progress. It is possible to stop the printing at any time by clicking Cancel .

Print one

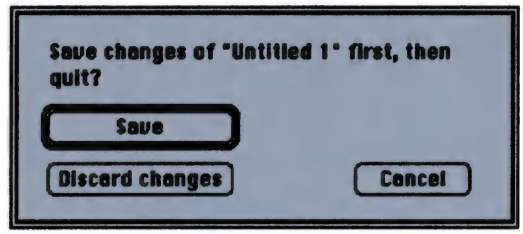
- Choose the command **Print one**

With the item **Print one,** the selected document is printed once with the setting of the printing parameters which were set during the last **Print** (see above). It is not necessary to set or confirm the parameters again. If you wish to change the parameters, you have to choose the command **Print** to do so.

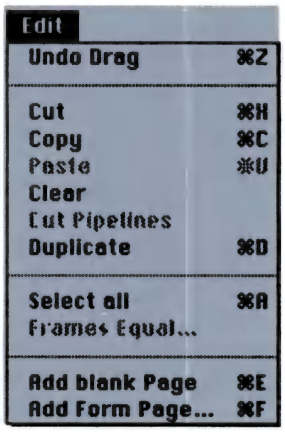
Quit

- Choose the command **Quit** to exit from Ragtime back to the Finder.
- Decide whether to save or not

The item **Quit** terminates the current session with Ragtime. You will be asked if you want to save the documents, that were changed during this session and that have not been saved yet (see page 7.1 -4: Close). All opened windows are closed. The program is finished and the user will return to the finder.



Edit Menu



The Edit menu allows you to edit the contents of a document. The commands Cut, Copy and Paste have different capabilities depending on whether you are editing a frame, text, spreadsheet, or picture. Only the basic functions will be described here. When editing functions differ in other menu bars, you will find the details by referring to the keywords in the respective sections.

Undo

- Choose **Undo**

The **Undo** command allows actions to be reversed. The menu will display the action that can be retracted (for example, "Undo Clear"). Some actions, however, are irrevocable like generating a form or clicking the mouse somewhere in the document. These will be indicated in the menu.

You can only reverse the last action taken. When you take any new action, this option is lost. The following editing comands cut, copy, paste and clear work on selected items in your documents.

Cut

- Select a part of your document (frame, text, spreadsheet or picture)
- Choose the command **Cut**

With the command **Cut,** the selected portion of the document is removed and placed on the clipboard, replacing the previous contents of the clipboard if any.

Copy

- Select a part of your document (frame, text, spreadsheet or picture)
- Choose the command **Copy**

With the item **Copy**, the selected portion of the document is copied to the clipboard, but not removed from it's current position in the document.

Paste

The command **Paste** works differently depending on the usage of either a frame, text, spreadsheet, or picture. In most cases, you have to set an insertion point first, to specify the location where the items in the clipboard should be inserted in your document.

Then, if you choose Paste, the selected part of the document will be pasted at any point you wish, as long as that point is suitable. Text can only be pasted into text frames, pictures only into picture frames, etc.

You will find further details on the Paste command under the individual Sections: Page Layout, Word Processing, Picture, and Spreadsheet.

Clear

- Select a part of the document (page, frame, text, spreadsheet, picture)
- Choose the command **Clear**
  or
- Press Backspace key

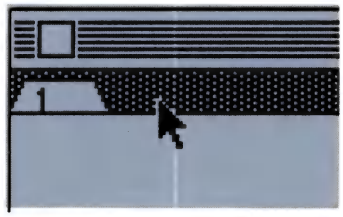
With the item **Clear**, you can delete selected parts of your document, as desired. The backspace key may also be used for the same purpose. First, the text to be deleted must be selected (highlighted). Then simply select Clear or press the backspace key. Whole pages of a document may also be deleted by clicking into the page number tag on top of each page in the page gap to highlight the entire contents. Several pages of the document can be deleted in this manner. In order to delete an entire document, however, you must go back to the finder and throw away the entire file.

Add / Insert Blank Pages

Add blank page at the end of the document:
- Choose the command **Add Blank Page**

Insert blank page between two other pages:
- Click the pagegap between the pages where the insertion is desired
- Choose the command **Insert Blank Page**

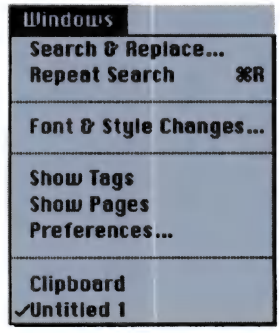
If you want to add a blank page to the end of your document or insert one between two other pages of the document, you must choose the command **Add / Insert Blank Page**. A blank page has the same size as the other pages of the document. It contains a large blank frame. The frame corresponds in its form and features to the default type (see below Section7.2 Page Layout). If the frame isn't required, it may be deleted.



If you are working within a page of the document, you have to choose the item **Add Blank Page**. By choosing this item, a blank page is added at the end of the document. If you want to **insert** a blank page between two other pages of your document, you must first select (click) in the pagegap at that point where you want to insert the page. The pagegap is shown dark-gray now. Then you must choose the item **Insert Blank Page**. With this command, a blank page is inserted at the selected point.

All other items in the edit menu, not previously explained, change depending on whether you are working on text, spreadsheet, pictures or frame edit and are explained in the appropriate specific sections.

Windows



The Windows menu contains commands for finding and replacing text and attributes both in text and spreadsheets. In addition, there are commands for displaying tags, whole pages and selecting scales of measurements and page numbers (Preferences).

The main function of the Windows menu however is to keep track of the documents that are currently open. All open documents are listed at the bottom of the windows menu. The currently active one is noted with a check. You can activate any of the windows listed by simply choosing the corresponding item.

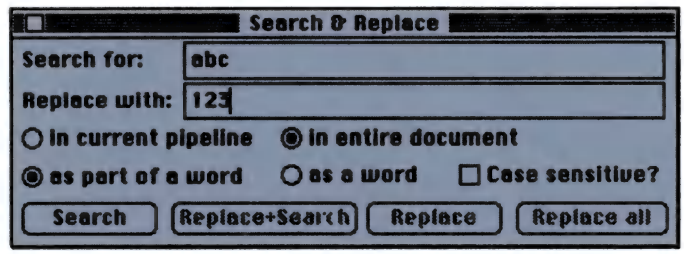
Search & Replace

- Place the insertion point at the position in the text where the search should start
- Choose the command **Search & Replace**
- Enter the desired word and select the search mode if necessary
  or
- Select the word which is to be searched for on your text.
- Choose one of the commands in **Search & Replace** and the selected word is automatically identified in the search dialog as the search text.

If you want to search and replace you have to enter also the replacement text in the second editing field below the search field. You can switch between those two fields by clicking into them with the mouse or by pressing the tab key.

With the command **Search,** a word, part of a word or phrase, can be searched for in text. First, the insertion point must be placed at the position where the search will start. Normally, this would be where you are currently working. If this is the case, the insertion point is already in place. When choosing the command **Search & Replace,** a dialog box appears in which the desired text can be inserted.

When choosing the command **Search & Replace** after having selected a word or part of word, the selected word is entered in the dialog as the desired text. Now it is possible to change the searching mode. When selecting **in total text,** the entire document is searched page by page. On each page, the frames are searched in numerical order. These numbers correspond only to the sequence in which the frames were created and has nothing to do with their position on the page. The search will start at the position of the insertion point, follows the text to the end and starts again at the beginning of the document until the insertion point is reached again.



There is also the option of searching only within pipelined frames. When selecting **in current pipeline**, the connected frames are searched one after the other. Moreover, the inserted word can be searched as whole word or as part of word. When searching **as word**, only single words are found that are exactly equivalent to the inserted one. When searching **as part of word**, all words are found that contain the inserted one.

The next option to choose is the **case sensitive** mode. By checking this box, you may determine the search to be either sensitive to capital letters or not. The default is not case sensitive

If you decide not to search, you can just click inside the close box in the titlebar of the search window.

To start the search, just click inside the search button when it is highlighted. After the first search, the large dialog is replaced by a small dialog thus leaving the screen free to show your document again.

When you selected search once and the first occurrence of the word has been found, you have a choice of four options:

Search: This option will simply search again for the next occurrence of the text.

Replace & Search: This option will replace the text found by the replace text, and then search for the next occurrence of the text.

Replace: This option will replace the text found by the replace text.

Replace all: This option will replace the text found by the replace text on all occurrences of the search text in the part of the document, that was selected in the search and replace dialog options. **Note**: There is no undo for this overall replacement.

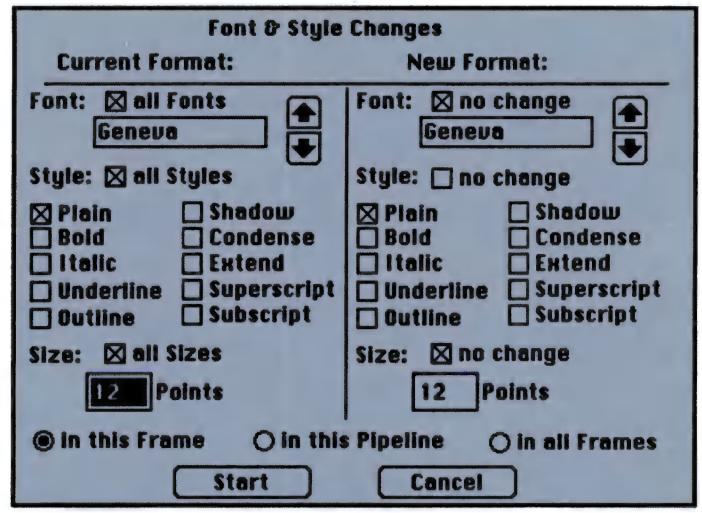
Repeat search

This command will repeat the last search again, without bringing the search dialog to the front. As this command has a command key equivalent (Command R) you can use it for speedy repetitions of the search.

When there are no current search parameters available, this command will invoke the normal search dialog.

Font & Style Changes...

This feature leads you to the following dialog.



On the left side of the dialog you can indicate any combination of font, style and size to be searched for in the document. The font style and size displayed initially will be that of the current placement of the insertion point. On the right side you can then specify any changes in font style and size to be made automatically.

This feature is very handy, if you want to make general changes to the layout of your document, specific attributes, or switching from Imagewriter to LaserWriter fonts.

You also select the part of the document to be changed by choosing one of these options: in this frame (the current frame selected), in this pipeline (the pipeline - if the currently selected frame is part of one), or all frames (makes the changes in the total document).

Note: This function works in both text frames and spreadsheet frames.

Show / Hide Tags

Show / Hide Tags chooses whether or not the frame number and pipelines are to be displayed. By choosing the item **Show Tags,** the number of the frame on each page will appear in the upper left corner of each frame (see below Section 7.2 Page Layout). If there is a pipeline in the frame, an arrow will appear in the lower right corner of the frame showing the page and number of the frame where the pipeline is leading to.

When the labels are already visible, the menu item is **Hide Tags.** When choosing this command, the tags will then disappear.

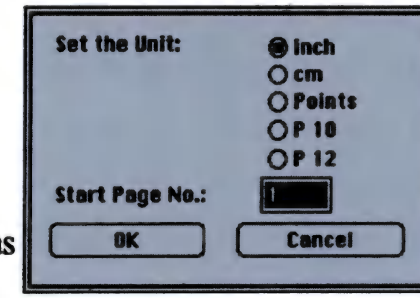
Show Pages / Actual Size

Normally, when working in actual size, only a section of an edited page is visible on the screen . **Show Pages** shrinks the page so that whole pages are visible. This allows an overall view of the page to evaluate overall design, ect. You can also make changes in this reduced size exactly as in the normal one. When whole pages are shown, **Actual Size,** may be selected to revert the document displayed on the screen back to its original size.

You can work on all page layout items, including frames and rules while in the **Show Pages** size. Even the word processor is fully functional however the contents of the spreadsheet may not be altered while in **Show Pages.**

Preferences...

The preferences selection provides a dialog in which you can select both units of measurement and page numbering for the document.



You can select one of 5 different units for all measurements in Ragtime. Scaling is available in inches, centimeters and points as well as P10 and P12 settings available for text. When P10 or P12 are designated, the vertical scale reads in 1/6 inch. (6 lines per inch)

Clipboard

Ragtime allows you to view the contents of the clipboard at any time. If you select the clipboard item, your clipboard becomes visible and is displayed on top of all the other windows, normally at the bottom of your desktop. The information will be displayed according to the current contents of the clipboard in different ways. Text will be displayed as plain text without any font, style or format details. When you have one or more frames in your clipboard, the number of frames will be displayed.
A picture stored in the clipboard, will be displayed as it will appear when pasted. When storing the contents of a spreadsheet in the clipboard, the number of cells, rows or columns that are present will be indicated. When you copy a number of pages into the clipboard, the number of pages stored will be given.

Document List

Below the clipboard, Ragtime lists all the documents that are open at the current time. You can use this list just for reference or activate any of these documents just by clicking on its name. This will bring the document window to the top of your desk and make it the current or active document.

The active document is always indicated by a checkmark in the document list.

Split Windows

Often it is beneficial to have access to several locations within your documentation simultaneously, for editing and review. If you want to visit or work on different locations within your document, you can split the window into horizontal or vertical panes. These panes let you scroll independently up and down or left and right within your document. You can split the window in each direction two times, thus resulting in up to nine individual panes.

Horizontal Splitting

Click the mouse inside the small black rectangle at the top of the vertical scrollbar. While still pressing the mouse button, drag the mouse downward until the horizontal splitline is in place. Release the mouse button. Now your window will be split in two panes, one above the other and having two individual scrollbars on the right side. You can move the splitline to any other location by pressing the mouse button inside the black rectangle on the right side of the split line.

Vertical splitting

Click with the mouse inside the small black rectangle at the left of the horizontal scrollbar. Drag the mouse to the right until the vertical splitline is placed where you desire. Release the mouse button. Now your window is split into two panes one next to the other and having two individual scrollbars on the bottom. You can drag this split line to any other location by simply reactivating the black rectangle and dragging it to the newly desired location.

How to remove the panes

If you want to remove the panes, just drag them back to the borders of your original window and release the mouse.

The example above shows four panes installed, with a view of both pages 1 and 2 displayed.

Working with split screens enables you to move items like frames or rules from one location to another very quickly. You can simply drag them over the splitlines from one pane to another to move items from page to page.

Page Layout Option

All items relating to Page Layout are summarized in this section.

General:

When Page Layout is selected, the following option is visible:

How to Select Page layout

- Click on the Page Layout icon.

or

- Click on one border of the frame (unless the borders are protected).

It is possible to enter Page Layout from other options by clicking on the box labeled Page Layout at the far left of the respective option or by clicking on one border of the frame unless the borders are protected. Of course, frames can only be edited when a document has been opened. Whenever Page Layout is active you will see the option displayed above.

Frames

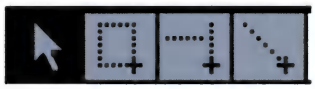
Frames are rectangles within your document pages which contain text, spreadsheets or pictures. These types must be defined before the insertion of data. Details on the frame-types (Text, Spreadsheet, Picture) can be found under the title Frame menu later in this section.

Frames must be placed totally within a page. Frames can contain other frames (nesting), but frames cannot overlap the border of other frames. Frames can be resized or moved around with the mouse.

Lines

Lines can be drawn in your document at any location in the page or frames. Lines can cross any frame borders and can be displayed in different width and shades.You can select between horizontal or vertical lines, or draw diagonal lines at any angle. Lines always appear on top of all other elements in your Page Layout. Lines can be resized or moved with the mouse.

The Page Layout Option



Diagonal lines - Selects the cursor to draw diagonal lines.

Straight lines - Selects the cursor to draw straight lines.

Draw-a-Frame - Selects the cursor to create a new frame.

Arrow - Selects the arrow cursor.

Install pipelines - Selects the cursor (or pipeline pencil) to install a pipeline between text frames. (See Word Processing for more details.)

Line width - Selects 5 different line widths for the activated frames or lines.
(The first width selects **hairline** and is effective only when printing on the LaserWriter and only when running the Apple LaserWriter driver of version 3.1 or above.)

Choice of four different styles of frames:

shadow added

plain frame

round corners

plain corners

Draw a Frame

To draw a new frame, click on the draw-a-frame icon in the option. YOU CANNOT DRAG THE ICON. Release the mouse button and move the cursor back inside the page. The cursor now appears as a small cross.

Press the mouse button down at a place on the page, so that the new frame will not overlap any existing frames. Drag the mouse while holding down the mouse button. Release the mouse when the frame has reached the desired dimensions (To change the frame size afterwards, see 7.2 -6).

There are several options for the enhancement of the appearance of a frame including shape, width of borders, shadows,and background patterns. These items will be discussed in detail beginning on page 7.2 -4.

Draw a line

Select either the straight or the diagonal line icon. YOU CANNOT DRAG THE ICON. Release the mouse button. Then move the cursor back into the document page. The cursor will then appear as a cross.

Click with the mouse at the desired starting point of the line. As you drag the mouse, the line will be drawn. Release the mouse when the line reaches the desired length. Similar options to those available for frames are also available for lines and will be discussed beginning on page 7.2 -4.

Install a pipeline

To install a pipeline between text frames, first click inside the pipeline icon. YOU CANNOT DRAG THE ICON. Release the mouse. When you move the cursor back to your document, the cursor becomes a the pipeline "pencil". As you press the mouse button, drag the mouse from the text frame where the pipeline should start to the frame where the pipeline should end. A line will extend from the "pencil" while dragging it across the document, indicating the direction of the pipeline. Release the mouse button when the destination frame is contacted. Upon release of the mouse button, the pipeline will be installed. You can install a pipeline between text frames only.

When a pipeline is installed, the two connected frames work like one block of text. The text will flow up and down the pipeline as you enter new characters or delete text. For more about pipelines see section 7.3, Word Processing.

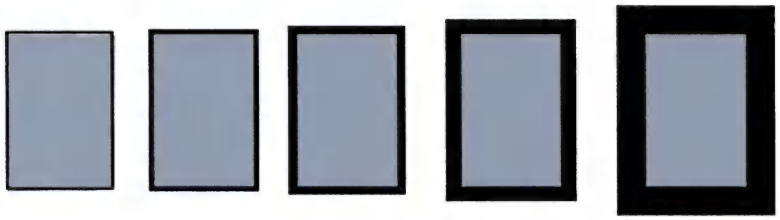
Frame Examples

Plain

Round corners

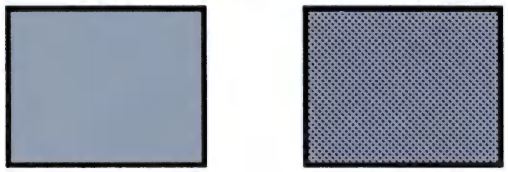
Shadow

Border width (or thickness)

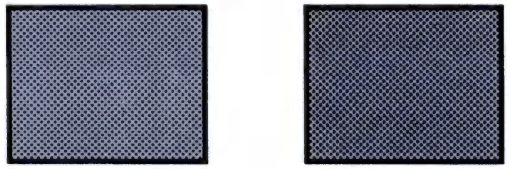


Background

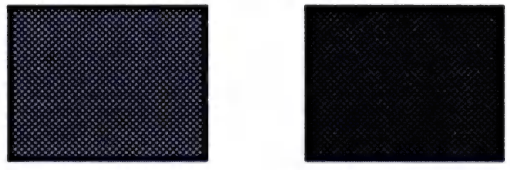
White 10%



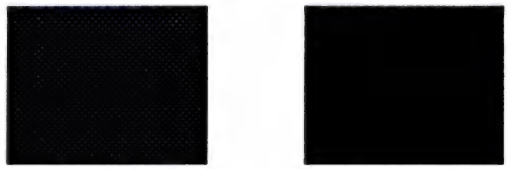
20% 30%



40% 60%



80% Black



Activating Frames

To activate one frame:
- Click on a border of the frame

To activate more than one frame:
- Click on the frame borders while holding down the Shift key.

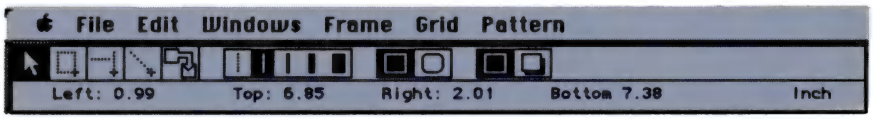
To activate all frames of a page:
- Click in the pagegap above the page while holding down the Option key (see 7.2 -8: Selecting the Page Gap)

To activate all frames included in one frame:
- Click on the border of the frame while holding down the Option key

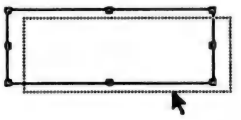
In order to move, re-size, clear, or perform other activities on a frame border, you must first activate the frame. This can be done by clicking on the frame border. The selected frame is marked by eight black rectangles, the so-called **Handles,** one point on each corner and one point in the middle of each borderline.
If you want to activate more than one frame, activate the first one, hold down the Shift key and then click on the borders of the other frames. If you want to activate all frames of a page, the fastest way is to click in the page gap above the page with the mouse while holding down the Option key. If you want to select a frame with all frames that are nested inside, you must click on the border of the exterior frame while holding down the Option key.

Frame dimensions and placement

When you place the cursor on a frame border and press the mouse, a display line will appear below the option indicating the position of the frame borders and the size of the frame, calculated in inches (or your preference as cm, points or picas) from the left edge of the paper. The zero-point of this calculation is derived from the information provided in the Paper Setup dialog. The document will be printed in the upper left corner of the paper. Using the information in the display line, frames can be placed precisely on the page as desired.



Move a Frame



- Press the mouse-button on the frame border (not on a handle) and drag the frame
- Release the mouse button when the desired position is reached

The methods of changing position and size of the frames in RAGTIME are similar to those in MacDraw. If you want to move a frame on the page, press the mouse button at any point on the border line (except on a handle). The frame can then be easily moved with the mouse.
A copy of the frame with a dotted border shows the position of the frame while it is being repositioned. After releasing the mouse, the frame is placed in the new position. If the new position overlapped a border of another frame, the frame will snap back into its original location.
While moving frames, you will see the position of the frame borders left, top, right, bottom displayed for accuracy in placement.

How to Move Multiple Frames

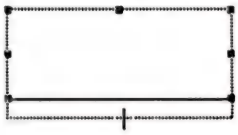
More than one frame can be moved simultaneously. First, activate more than one frame by shift-clicking on the frame borders (see 7.2 -5: Activating Frames). When all the borders of the desired frames are activated, use the same procedure as if you were to move a single frame. When dragging multiple frames, RAGTIME displays one main rectangle that contains all the activated frames. This rectangle will disappear when you release the mouse button. In this case, the display line will show the placement of the main rectangle rather than the placement of the activated frames.

Change Frame Sizes

- Activate one or more frames
- Place the cursor on one of the frame handles
- Press the mouse-button and drag the mouse
- Release the mouse-button at the desired size

The size of the frames can be changed at anytime, even if the frames already contain text, spreadsheets or pictures. To change the size of a frame, simply use the handles.

When you move the handle on the right or left borderline of the frame (i.e. pressing the mouse-button on the handle, moving the mouse and releasing it at the desired place), the frame is reduced or enlarged in its size to the right or left.



The upper and lower border of the frame will remain unchanged. The frame will only change in its width. This can be seen in the display line that appears below the Page layout option. It will indicate the width of the frame and the position of the mouse from the left edge of the page.

The height of the frame can be changed, in the same manner, by moving the handle on the upper or lower border of the frame.

If you want to change width and height of the frame at the same time, you must drag a handle on the corner of the frame in the direction that you want to change the frame. Here too, height and width of the frame as well as the position of the mouse cursor is displayed below the page layout option.

Maintaining the Aspect Ratio

When you re-size a frame using the corner handles, the aspect ratio of height and width may not be maintained. If you want to keep this ratio constant, first press the mouse button on the desired corner handle; then press the Shift key in addition to the mouse button and hold down the mouse button as you drag the handle. The frame will change in size without changing the ratio between height and width. This feature is especially useful with frames containing pictures.

Activating Lines

Lines are activated the same way as frames. Move the arrow cursor so that the tip of the arrow meets the line and click. The line will become active, showing the handles at the two ends. To activate many lines a time, hold the Shift key depressed and click on each line to be activated. (See above: Activating Frames.)
When a line is activated, it can be moved, re-sized or given a different width or shade (pattern). With diagonal lines, the angle can also be changed. Straight lines, however, cannot be made diagonal.

Moving Lines

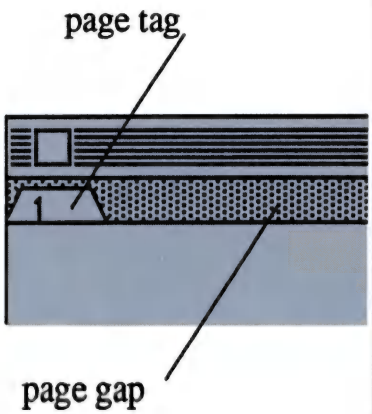
Click the mouse on a handle (or activate the line by clicking on the line, anywhere between the handles). Then drag the mouse. Watch the line follow the mouse as you move it around. Release the mouse button, when the line is positioned at the desired location.

Re-sizing Lines

With the line activated, place the arrow cursor on one of the handles and press the mouse button. The arrow cursor will appear in the shape of a cross.

As you drag the mouse, the line will change length. Release the mouse when the line is at the desired length. Remember that horizontal and vertical lines cannot be positioned at any other angles.

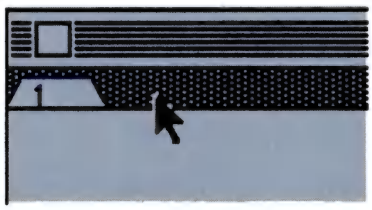
Select Pages



Not only can individual frames be selected (activated), but total pages may also be selected. At the beginning and end of every page, there is a gray bar known as the page gap. To select a page, click inside the page number tag that is displayed at top of each page to the left of the page gap.

The selected page will become highlighted (shown inversely). You can select a whole range of pages by selecting one page first, then adding further pages to the selection by pressing down the Shift key when clicking into any other page tags. The pages selected must be in a continous order. You cannot build a discontinous selection of pages.

Selecting the page gap



You also can select the page gap between two pages or above the first page or below the last page by clicking inside this gap.

When a specific page gap is selected, you can insert blank or form pages in your document.

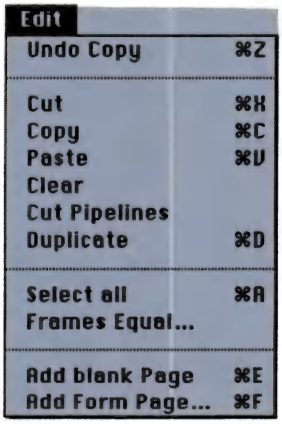
Selecting all the frames and lines on a page

Press the Option key as you click inside the page gap above the desired page. This will select all frames and lines on that page.

Page Layout Option Menus

The following menus are located in the Page layout option: File, Edit, Windows, Frame, Grid and Pattern. These menus are described as they relate to Page Layout.

Edit Menu



The Edit menu provides the common Macintosh edit features like cut, copy, paste and clear as well as special features available in the Page layout option only: Cut Pipelines, Duplicate, Select all and Frames Equal. (Refer also to the General Reference section 7.1)

Undo

The **Undo** command is provided for most actions that are used in the Page layout option: moving, resizing, cutting and pasting. The specific action to be undone is displayed after the word Undo.

Cut

Cut will remove all selected frames, lines or pages from the document and place them on the clipboard. You cannot cut all pages from your document. (Note: To delete an entire document, the file must be exited and done with the icon.)

For additional information on the clipboard, please refer to your Macintosh manual.

Copy

Copy will copy any selected frames (with their contents) or lines onto the clipboard.

Paste

When your clipboard contains pages or frames or lines, you can paste them into a new location in the same or in any other document.

Paste pages

When you are pasting pages, you have to select the pagegap in your document where the pages from the clipboard will be inserted. If a pagegap is not selected, the page will be automatically inserted at the end of the document.

Paste frames and lines

When frames or lines are pasted, they will show up as a blinking frame (or line) in the middle of your document window. At that point, you should place the mouse cursor inside the blinking frame or line, press the mouse button , and then drag it to the new location.

Clear

Clear will remove the selected pages, frames or lines from your document **without placing them on the clipboard.** This allows you to clear a selected item while still keeping other information stored on the clipboard.

Backspace Key

The backspace key acts in the same way as Clear. Just press the backspace key to clear a selected item from your document.

Cut pipelines

The **Cut pipelines** command will cut the pipelines extending from the activated or originating frame. (See also: Section 7.3, Word Processing.)

Whenever you activate a frame and you see **Cut pipelines** highlighted on the Edit menu, this means that a pipeline has been installed in the activated frame.

See also: Show and Hide Tags in Reference section 7.1 (General). When showing the frame tags, all pipelines will be indicated by page and frame number in the lower right corner of the frame from which they extend.

Duplicate

Frames and lines can be duplicated. First, activate the frame so that the handles are showing, and then select **Duplicate**. After choosing the duplicate command, a blinking copy of the selected item will be displayed at about 1/4 of an inch to the right bottom of the original position of the item. Place the cursor inside the blinking frame (or line), press the mouse and , and drag the item to the desired location.

Repeated duplicates

When you make a second duplicate immediately after you positioned the items of the first duplicate (the items must still be selected and handles showing), the next duplicate will be automatically positioned at the same relative position to the first duplicate. Thus it is very easy to create a series of equally spaced frames or lines. Use the key command abbreviation (command D) for added convenience.

Select all

The Select all command in the Edit menu allows you to select the total document (all pages, all frames and lines).

Frames Equal...

Assume that you created a long document using a form (like a software manual!), and you are looking at the first page on your screen. On all the other pages, there are corresponding frame(s) with the same number and type as the frame on your first page.
The Frames Equal command allows you to repeat the same change applied to one frame on the first page to all identical frames on the other pages. In addition, you can choose whether to implement the change on all pages, odd numbered pages, or even numbered pages only.

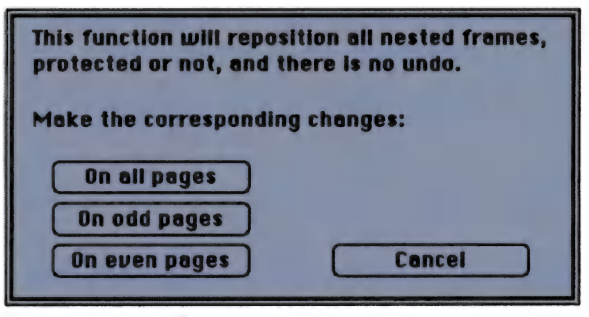
To use Frames Equal, follow these steps:

1. Activate a single frame. Make those changes to the frame that would include moving, re-sizing, frame display, background pattern, border width, or other commands from the Frame menu.

2. While the desired frame is still activated, select **Frames Equal** from the Page layout option Edit menu. Choose the range of pages to change (all, odd or even pages).

Note: the contents of the frames will not be changed and stay as they are, only the features of the frames will be made equal.

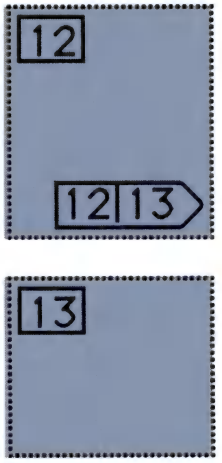
Frames Equal will search for the corresponding frames on the other pages and then make those frames equal to the frame on the selected page. The matching or corresponding frames on the remaining pages must have the same frame number and the same frame type as the frame on the selected page.
If you created a multiple page document from scratch, the numbers of corresponding frames would not be equal in all cases, due to the fact that the numbers are generated in chronological order. However, if you generate a long document by using a form, (see Reference section 7.7 Forms), the frames will have the same numbers on all pages since they are derived from a form page.



Windows menu

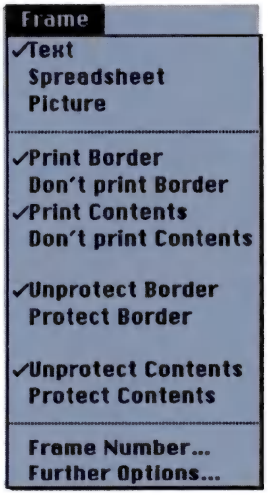
The **Show / Hide Tags** command of the Page layout option Windows menu is discussed below. For other Windows commands see Reference section 7.1, General.

Show / Hide Tags



This command will show or hide tags that indicate both frame number and pipelines, if any. Each frame gets a number that is unique within the page it belongs to and that is dependent on the chronological order in which the frames were created. These numbers are displayed in the upper left corner of the frames. The number in the lower right corner of the frames indicates the pipelines placed between the frames. After choosing **Show Tags**, an arrow will appear in the lower right corner of each frame in which a pipeline has been installed. The number on the left side of this arrow refers to the page, the number on the right refers to the frame to where the pipeline is drawn.
When a frame is deleted, the numeration of the other frames remains unchanged, i.e. the other numbers do not adjust but remain fixed.

Frame Menu



The properties of the frames are defined with the commands in the **Frame menu.**

- Activate one or more frames
- Select the desired property

There are three different types of frames: **Text, Spreadsheet** and **Picture**. (Details on the different types of frames may be found in the corresponding Sections: 7.3,4, and 6.)
Each frame may only contain one kind of data. For example: If you wanted to place a picture frame inside a text frame, two frame types would have to be created.

The type of a frame is set by activating the frame and choosing the desired type from the Frame menu. The frame can always be changed later on, even if data has already been inserted.

Each time a new document is created, the default frame type is set to text. This default type can be changed. As soon as you choose a type from the Frame menu without activating a frame, this new type becomes the default for any new frames created for that document. Of course, it is always possible to change the default type again, according to your needs.

Print Border Don't print...

- Activate one or more frames
- Choose the desired feature

You are free to choose whether the border of the frame will be printed or not. When you select it to be printed, the border is displayed on the screen in black. If not, it is displayed in gray. The default is **Don't Print Border**. This default can be changed as well if no frame has been activated.

Print Contents Don't print...

- Activate one or more frames
- Choose the desired feature

It is also possible to suppress the contents of a frame from being printed. This is useful when generating forms or when printing into preprinted forms using RAGTIME. In these cases, it can be useful to have comments appearing on the screen but not in the printout.

IMPORTANT: If neither the border nor the contents of the frame are printed, the contents of another frame possibly lying underneath will be printed. Normally, frames which have been set over another frame will cover the contents of the frame lying underneath. In this case, however, the covering frame will become transparent.

Protect Border Unprotect Border

- Activate one or more frames
- Select the desired feature

With the command **Protect Border**, the selected frame is protected from being moved and changed in size. Once a border is protected, unintentional changes can be prevented.

Example: Assume that you wanted to click into a frame to select some text but clicked on the frame border instead by accident. And, to make matters worse, the frame was moved in the process. By protecting the borders of the frame, these types of accidents would never occur.

If you happen to click on the frame border that has been protected, the frame will not be selected and there will be no switching to the Page layout option. Instead, Ragtime will warn you that you have attempted to activate the borders of a protected frame.

Whenever you wish to change a protected frame, the protection can be canceled with the command **Unprotect Border**. This allows the frames to be moved or re-sized again at anytime. It is also possible to select several frames, simultaneously, in order to protect or unprotect their borders.

The default for new frames is **Unprotect Borders**, i.e. all newly-created frames can be changed. Changing this default may only be efficient, however, in exceptional cases as it is usually necessary to move new frames to the desired position and size.

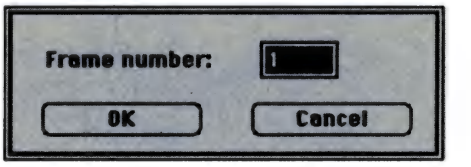
Unprotect / Protect Contents

- Activate one or more frames
- Choose the desired feature

Just as borders can be protected, the contents of frames can also be protected from being deleted or replaced inadvertently. This feature is especially useful in forms for entry fields which must remain fixed. The command **Protect Contents** is effective only if used when the frame or frames have been activated. The protection is canceled with the command **Unprotect Contents**, allowing the data to be changed again. The default for new frames is **Unprotect Contents.** NOTE: It is not possible to protect the contents of frames which are connected by pipelines.

Frame number

- Select a frame
- Choose the command
- Enter the desired frame number



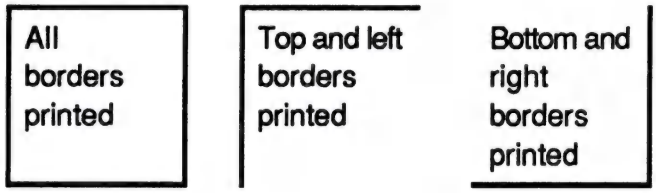
Frames are numbered automatically. When frames are newly created, they are numbered consecutively. As these numbers don't say anything about position or type of the frames, it may be desirable to number the frames schematically. To assign a new number to a frame, you must first activate the frame. Then choose the command **Frame Number**. A dialog box will appear in which the current number of the frame is displayed. Here you can enter a new number. If the new frame number already exists, it will be indicated and you can enter a new number. The numbers of frames can be made visible with the command **Show Tags** from the Windows menu.

Further Options

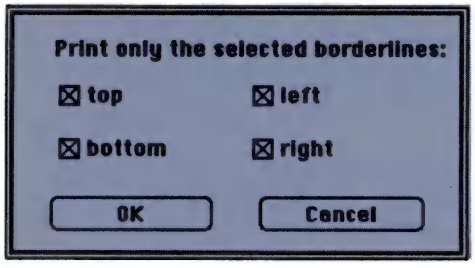
- Activate one or more frames
- Choose **Print Borders**
- Choose the command **Further Options**
- Check on the borderlines to be printed
- Click OK

RAGTIME allows you to select which borderline of the frame (right borderline, top borderline, etc.) is printed.

Examples:



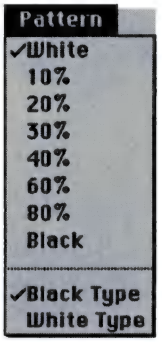
Activate the frame or frames. Choose **Print Border**. Then choose the command **Further Options.** A window will appear in which the borderlines to be printed can be selected. You are free for example to print only the vertical and horizontal borderlines of the frames. If several frames are activated, only the setting for one frame will be indicated. New settings will override previous settings; after clicking on OK, the new settings will affect all frames even if those settings were different. If the features are set while no frame is activated, they will be used as defaults for new frames.



Grid

The Grid facilitates the adjustment of frames within the document.
The command **Grid visible** shows a grid on the screen. The grid squares are measured according to the unit selected in **Preferences**: 1cm, 1/2 inch, etc. This grid is useful for the moving and positioning of frames. When the grid is visible, it can be switched off with the command **Grid invisible**. The grid will switch off automatically when you leave the Page layout option.

Pattern



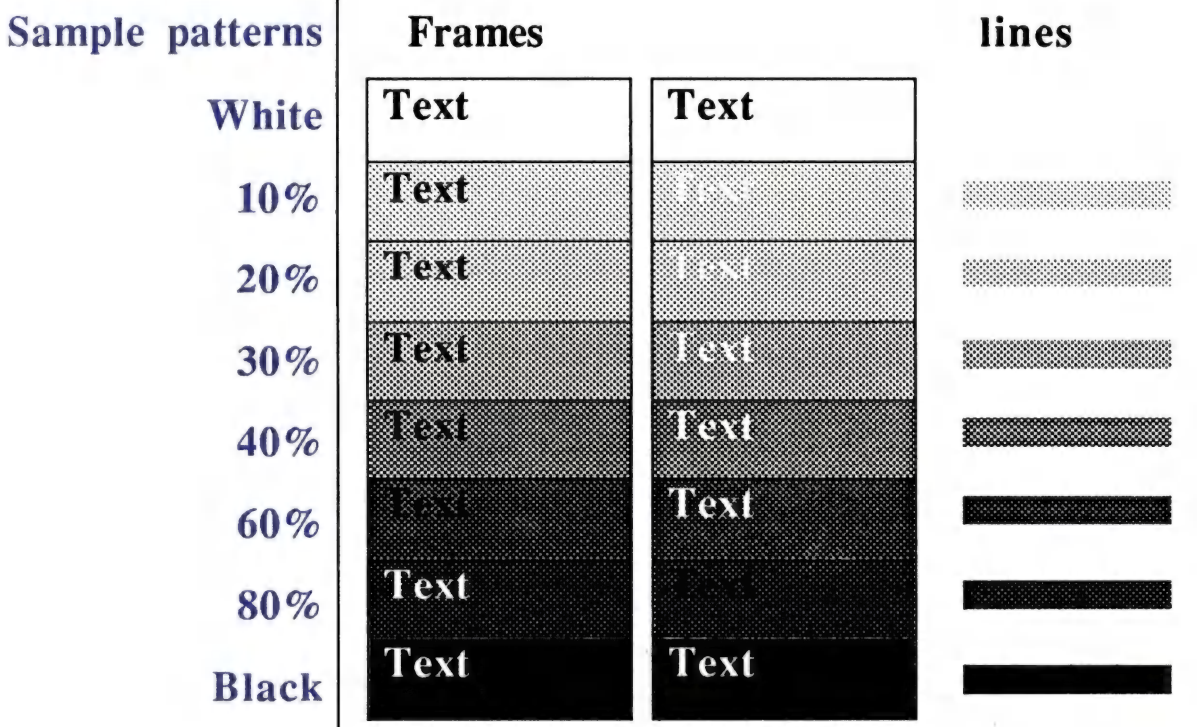
You have the choice of eight different background patterns or gray levels for your frames or lines. The background pattern will have no influence on the display of the frame borders.

Choosing a pattern for lines results in the line being drawn in the pattern selected.

White and black type. For text and spreadsheet frames, you can select the text to be white or black. White typing is the default for patterns 80% to black; and black typing is the default for patterns white to 30%.
However, you may select any combination of typing and pattern.

Note: Selecting a light pattern (as 10% to 30%) for narrow lines can result in the line becoming invisible when it falls occasionally between the pixels provided with the pattern. If you wish, you can even choose a white pattern for lines. White lines can be useful to hide details of your page layout and thus work like an erasing bar.

Sample patterns



Defaults

For the frame properties listed in the Frame menu and for the appearance of the frames, there are defaults, i.e. pre-selected properties for each newly-created frame. These properties can be changed by choosing the respective menu item or by clicking the respective icon in the option while the frame is selected. Changing the properties can also affect several frames at the same time.

Changing defaults

• Choose the desired property while **no frame** is selected.

The default may be changed. When an item from the Frame menu is selected or an icon is clicked without any frame being active, the selected property becomes the new default. Every newly-created frame will have the respective property from then on. The new default is saved for the document when quitting the program and remains available for future work.

Word Processing

The Word Processing option allows you to insert text in text frames and edit. With text fonts, styles and sizes can be mixed at your choice. By inserting rulers, you can format sections of text differently from each other.

Several text frames can be connected via a pipeline. Connected frames behave like one block of text. The text will flow up and down the pipeline while you edit.

A group of frames connected via pipelines is itself often referred to as a **pipeline**. Certain features and commands work on a total pipeline as well as on single frames.

How to activate Word Processing

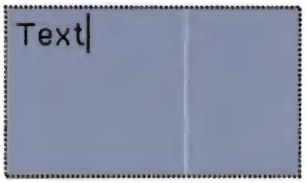
- Click in a text frame

When clicking in a text frame, the Word Processing option is selected automatically:

Inside the text frame will appear a vertical blinking bar called a caret. This caret indicates the point where text will be inserted when you start typing.

Positioning the caret

- Click anywhere in the visible text with the mouse and/or
- Move the caret with the arrow keys within the visible text



The caret can be positioned on any current line in the text by clicking with the mouse. When the keyboard is provided with arrow keys, the caret can also be moved to the right or left, or one line up or down. While you are entering text via the keyboard, the document will automatically position itself inside the window to keep the caret visible all the time.

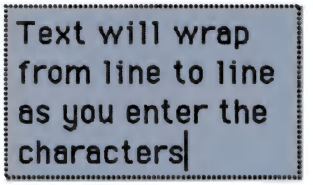
Text insertion

- Select a caret at the position where you want to insert text by clicking with the mouse
- Enter text with the keyboard

When clicking in a text frame with the mouse, a caret appears in the text where the cursor was positioned. When you click somewhere below the current text where no text has yet been entered, the caret will appear after the last character in the text above.

When clicking to the right of the last character in a line, the caret will appear after the last character in the line. When the caret is visible, text can be entered via the keyboard. Style and font of the inserted text is always set equivalent to the character that is directly preceding the caret (unless specifically changed). If there isn't any text written in the frame yet, the text appears in Geneva 12 Point. (For details on font, style, etc. see below: Menus Font and Style).

Word wraparound



When you come to the right margin as you type, the text wraps around automatically to the beginning of the next line. The wrapping always affects whole words. When you insert so much text in a frame that it extends beyond the lower border of the frame, indicated by the more text indicator, you can either enlarge the frame or create another text frame. The additional frame may be created on the same page or on another page and connected to the first frame by a pipeline. The text is then automatically wrapped around to the next frame.

Word division

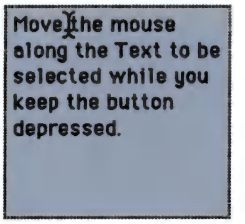
RAGTIME will wrap from line to line based on the last character of a word, or word boundary. A word boundary is each space (also called blank) that is inserted in the text. RAGTIME also considers a hyphen (-) to divide words for wraparound. Periods, commas, or other non-alphabetical characters will not divide a word for wraparound.

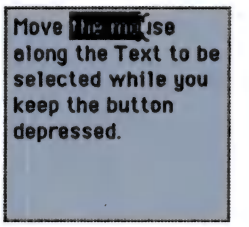
When you want to insert a space into the text without invoking a wraparound, do the following: at the point where you reach the right margin, use the Option key while typing the space. This "option space" will not divide two words.

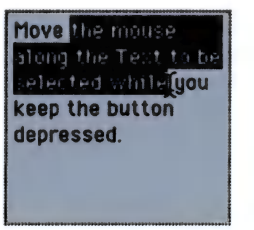
Selecting text

Selecting text (see sample below):

- Press mouse button at the beginning of the text to be selected.
- Move the mouse to the end of the text while the mouse button remains pressed.
- Release mouse button at the end of the text.







Selecting a word:
• Double-click on the word

Selecting more than one word:
• Double-click on the word, hold mouse-button pressed on the second click
• Move the mouse over the words that are to be selected while the mouse button remains pressed
• Release mouse button when all words are selected

Selecting a line:
• Triple-click in the line

Selecting more than one line:
• Triple-click in the first line, hold mouse button pressed on the third click.
• Move the mouse over the lines that are to be selected while the mouse button remains pressed.
• Release mouse button when all lines are selected

Text can be selected by pressing the mouse button anywhere in the text and then moving the mouse. In this way, text is selected up to the point where the mouse button is released. Another way of selecting text is by clicking the desired part either twice or three times. A double-click in a word selects the whole word. When holding the mouse-button pressed on the second click and dragging the mouse then, you can then select further words. When all desired words are selected, release the mouse button. Clicking three times selects a whole line. When holding the mouse button pressed and moving the mouse then, you can select further lines. Release the mouse button as soon as all desired lines are selected.
When text is selected and new text is entered with the keyboard, the newly entered text will replace the selected text.

Select all text

You can select all text within a frame by selecting the **Select all text** item in the Edit menu (see below).

Word Processing Icons

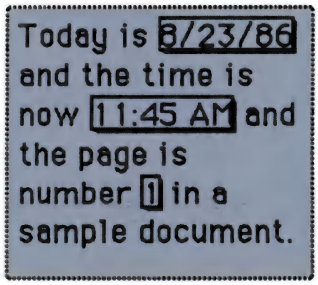
In the Word Processing option, RAGTIME offers special icons for inserting items like date, time, or page numbers in your text, as well as rulers and tabulators.

To use these icons: click inside the icon in the option. YOU CANNOT DRAG THE ICON. Release the mouse button. Move the cursor back inside your text frame. The cursor changes into the shape of the icon selected. Position the icon where you want to insert the specific item and click the mouse button.

Arrow: if you want to de-select the icon without using it, click inside the arrow icon.

Page Layout: when you want to leave the Word Processing option and return to Page layout, click on this icon.

Date, Time and Page numbers



You can insert date, time and page numbers at any location in the text frame where text is currently inserted. The date will always be the actual system date, and the time will be the actual system time. Both items are updated each time the specific line of text is displayed or re-displayed on the screen.
You can choose between three page number related items: the actual page number, the number of the next page (page number plus 1), and the sum of all pages. Those items will always show the actual values. All items will be displayed inside your text surrounded by a small shadowed border. **This border is for display purposes only; it is shown on the screen and will not be printed.**

All date, time, and page number items behave like one character. You cannot edit parts of a date or time, although you can change their font, style, or size.

All items will be displayed in the font, style and size you have selected for the text around them. However, you can select the specific item by double-clicking on the item and then choose any new available font, style, or size.

Sum of pages: Select this icon to insert the sum of all pages of your document at the desired position inside your text frame where text has already been inserted. (Example: 1 of 25)

Page number plus one: Select this item to insert the number of the next page in your text. (Example: Continued on Page 2)

Page number: Select this item to insert the number of the actual page in your text.

Time: Select this item to insert the actual time in your document. The time updates each time the specific line is displayed or re-displayed. When the document is printed, the time will update to the time of printing.

Date : Select this item to insert the actual date into your document. The date updates when the specific line is displayed or re-displayed. When the document is printed, the date will show the actual date when the document is printed. Thus, if the date is included in a form for a letter, the date will always be actual when the letter is printed.

Next frame

The **Next frame** symbol is used with pipelined text frames. When the symbol is inserted into a text frame that is connected to another text frame via a pipeline, the symbol will force all text after the caret of this symbol down to the next frame.

Note: Use a double-click on the Next frame symbol to select it when you want to delete it.

Rulers and Tabs

Note: See also: Text Menu below

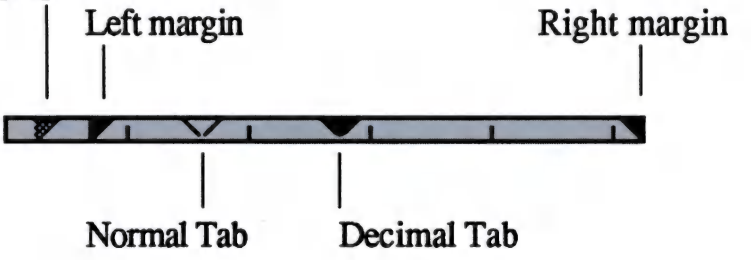
To make rulers visible select Show rulers in the text menu.

A ruler is a narrow scale that can be inserted on any line of text in a text frame. On this ruler are symbols for left and right margins, paragraph indents and tabs.

All these symbols on the ruler can be moved to the left and right and set in place, using the mouse. Additional tabs, normal left and decimal tabs, can be inserted. For convenience, rulers can be made invisible or visible (see Text menu below). On top of each text frame, a ruler is displayed that cannot be deleted.

Margins and Tabs

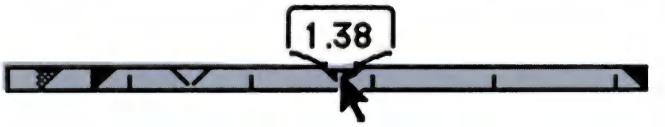
Paragraph indent



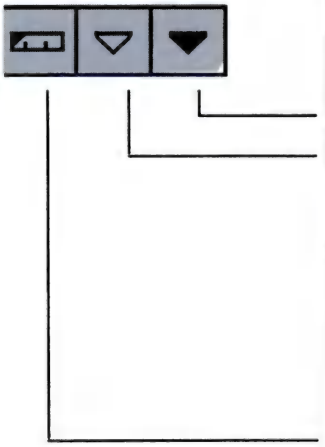
Note: In the default ruler, the paragraph indent symbol lies on top of the the left margin symbol.

To move any ruler symbol, place the cursor directly on the symbol, press the mouse button down and hold it down... you can then can drag the symbol to the right or left while holding the mouse button depressed. When you release the button, the symbol will be placed.
Tabs can be deleted by dragging them outside of the ruler, all the way to the left or right.

While moving a ruler symbol, a flag above the symbol will display the position relative to the left edge of the ruler in the units that you have chosen (inch, cm, points or picas). For details, see Windows menu, Preferences.



Inserting Rulers and Tabs



To insert a ruler on a line of text, use the ruler icon in the Text option.
To add new tabs to a ruler, use the tab icons in the Text option.

Decimal Tab:
Normal Tab:
Click on the tab symbol in the option. YOU CANNOT DRAG THE ICON. Release the mouse button. Move the cursor inside your text frame. Click the mouse when the tab icon is in the desired position in your ruler.
Note: **Rulers must be visible to insert a tab.**

Insert a Ruler:
Click on the ruler symbol in the option. YOU CANNOT DRAG THE ICON. Release the mouse button. Move the cursor inside your text frame. Click the mouse when the ruler icon is on the line of text where the new ruler should be inserted. Inserting a new ruler will make all rulers in the frame visible.

Selecting rulers

Rulers can be selected by clicking inside the ruler, but not inside one of the margin or tab symbols.

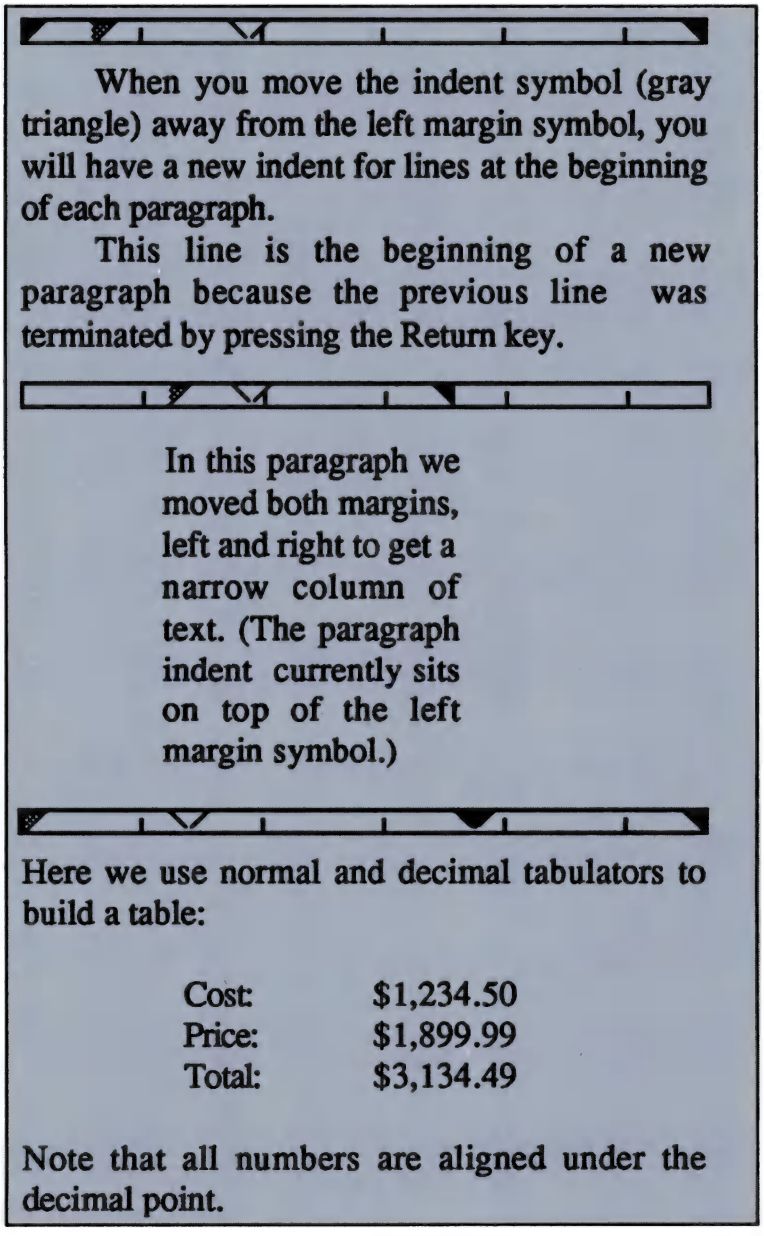
Selected rulers can be edited like normal characters in your text with the edit commands cut, copy and paste. Note: you cannot delete the first ruler in your frames.

When you select a number of lines in your document, all rulers that are inside this selection, will be selected too, regardless if they are visible or not.

When you select the first line in a frame, the top ruler will be selected only if it is visible.

The effect of rulers

In the following example we show you the effect of rulers to the format of text.



When you move the indent symbol (gray triangle) away from the left margin symbol, you will have a new indent for lines at the beginning of each paragraph.

This line is the beginning of a new paragraph because the previous line was terminated by pressing the Return key.

In this paragraph we moved both margins, left and right to get a narrow column of text. (The paragraph indent currently sits on top of the left margin symbol.)

Here we use normal and decimal tabulators to build a table:

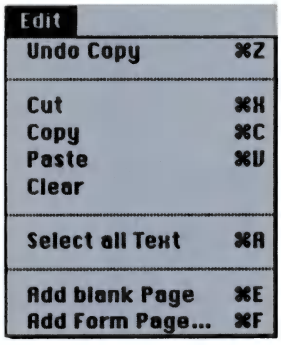
Cost:	$1,234.50
Price:	$1,899.99
Total:	$3,134.49

Note that all numbers are aligned under the decimal point.

Word Processing Menus:

In the Word Processing option, RAGTIME displays the normal File, Edit, and Windows menus and the additional special menus **Text**, **Font** and **Style**.

Edit Menu



The following description refers to those commands of the Edit menu whose operations in Word Processing work differently from those described in Section 7.1: General.

Undo

Whenever an action is taken that can be reversed, the undo command on the Edit menu will show the type of action to be reversed. Most of the actions in Word Processing can be reversed.

Cut Copy Paste

- Select text (see above)
- Choose the respective command

With the commands **Cut**, **Copy** and **Paste**, you can cut or copy text (i.e. characters, words, sentences, or whole sections) from the document in order to paste it in another location in the same document, in another document, in the scrapbook, or (for example) in MacWrite text. If you copy text and then select new text before choosing the command Paste, the new text will be replaced by the pasted text. If this was not intended, the pasting can be reversed using **Undo Paste**. When you want the text to be pasted in current text, you must select the caret at the desired spot and then choose the command **Paste**.

Delete Text

Deletion of text immediately preceding the caret.
- Press Backspace Key

Deletion of the all text just entered
- Choose the command **Undo Typing** from the Edit menu

Clear

Deletion of any text:
- Select the text
- Choose the command **Clear**

or
- Press Backspace key

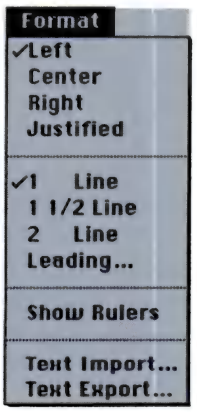
or
- Enter new text

or
- Insert text with the command **Paste**

The text that immediately precedes the caret can be deleted character by character by using the Backspace key. The command **Undo Typing** deletes all text which has been entered since the last action when no text was inserted.

To use **Clear**, the text must first be selected. Then it can be removed by choosing the command **Clear**, or by pressing the Backspace key. If you first select text and then begin typing (or insert text with the **Paste** command), the selected text is deleted and will be replaced by the new text. All deleting operations can be revoked by choosing the command **Undo** from the Edit menu immediately after the deletion.

Text Menu



Text menu commands permit changes to the outward appearance of the text. The choice of a command always modifies the text between two rulers where the caret is positioned (see above Rulers). Since each text frame contains a ruler at the top, you may modify the whole frame whenever there are no other rulers inserted .

Formatting text between two rulers:
- Select caret in the text
- Choose the desired setting

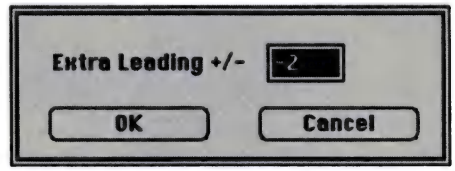
Left
Center
Right
Justified

After choosing the respective command the text will be left justified, right justified, centered, or fully justified.

Formatting text between two rulers:
- Select caret in the text
- Choose the desired setting

1 Line
1 1/2 Line
2 Line
Leading...

The text can be written in different line spacings from 1 line, 1 1/2 line and 2 line, including variable line spacing (or leading). When choosing **Leading...**, a dialog box appears in which extra points can be inserted. One extra point is equivalent to approximately 1/72nd inch. These points are added to or subtracted from the single spacing when a positive or negative number is inserted. In this manner, the line spacing becomes larger or smaller than the single spacing and can be set to exact specifications.



Show / Hide rulers

Hide or show rulers in a frame:
- Select caret in the frame
- Choose the respective command

When working with text, rulers are generally hidden to avoid covering the text. Before being changed, however, the ruler must first be displayed with the command **Show Ruler**. The command shows all existing rulers in the frame where the caret is positioned. For hiding the rulers, the command **Hide Rulers** must be chosen.
(Details on rulers see above)

Text Import...

- Select caret
- Choose the command
- Select and open the desired document that is to be imported

Documents that are written in **text format** can be inserted in a RAGTIME file by choosing the command **Text Import**. After choosing the command, a window will appear listing all suitable files. When selecting a file, the text is inserted at the position of the caret. In this way even texts that were written on other computers or with other programs (as for example with MacWrite or Word) can be used in RAGTIME files.

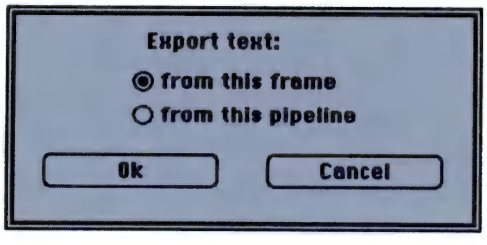
Note: Files generated by MacWrite or Word must be saved in a **text only** format in order to be recognized by RAGTIME. Regular MacWrite or Word files can not be imported to RAGTIME directly.
Refer to the respective program manuals for information on how to create a text file in those applications.
Many Macintosh data base programs like dMacIII or Omnis3 can generate text files that can be included in RAGTIME documents.

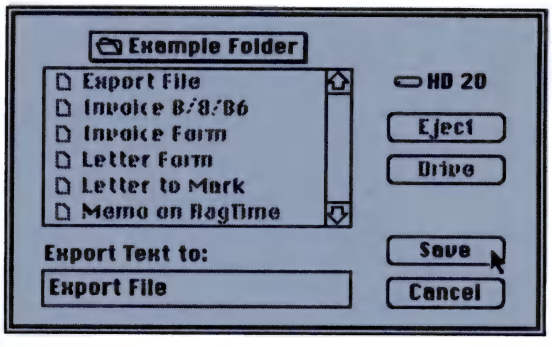
Text Export

- Choose the command
- Select whether the contents of the frame or the whole pipeline shall be exported
- Specify the file name and save

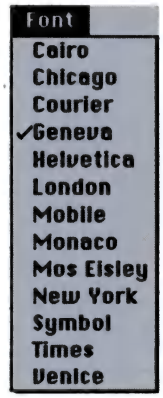
The format created by Text Export allows RAGTIME text to be read by other programs (for example by MacWrite or Word) or other computers, by means of a data transfer program.

To save RAGTIME text in a text only format, choose the command **Text Export**. After choosing the command, a dialog box will appear where you can decide whether to export only the text within the current frame or the entire text of the pipeline. Next, another dialog box will appear where you can insert the name of the file you wish to export. Insert the name, and press Return key (or save button) to export text file.





Font



(Sample Font Menu. Your Font Menu will look different, because you might not have the same fonts installed in your system.)

- Select text
- Choose the desired font

or

- Select caret
- Choose font
- Insert text

Fonts present in the system file can be chosen from the Font menu. Select the text, and then select a Font. Any selected text will then be displayed in the desired Font.
If no text is selected and you select a Font, the Font is used for newly-inserted text. When text is inserted without having moved the caret, it will be typed in the chosen font. The setting is deleted if the caret has been moved in the meantime.
A check in the Font menu always marks that font which was chosen for the selected text or for the character immediately preceding the caret. If a selected text comprises different fonts, no font will show a checkmark.

Note: Whenever your document should include a font that is not available in your current system, the performance of the word processor could decrease substantially in typing and printing speed! In this case you should exchange the font to any adequate font, that is available in your system. Any unavailable fonts will be displayed as the default system font (normally Geneva).

Style

Plain
Bold
Italic
Underline
Outline
Shadow

Condense
Extend

Super^script
Sub_script

- Select text
- Choose the desired style

or

- Select caret
- Choose the desired style or size
- Insert text

The Style menu allows you to change the style and point size of a text.

Select text, and then select the style from the Sytle menu. The selected text will then be displayed in the desired style.
If no text is selected, the style is used for newly-inserted text.
When text is inserted without having moved the caret, it will be typed in the chosen style. The setting is deleted if the caret has been moved in the meantime.

In the Style menu, those options that are marked by a check represent the character immediately preceding the caret or else the selected text. If the selected text comprises different styles, only those styles that are common to the selection will show a checkmark.

Different styles can be combined. For example: a text can be displayed in bold, italic and underline.

If a style that already shows a check is selected for a second time, the specific style will be turned off or removed from the style combination.

The first six choices for changing the style of the text are displayed in the menu exactly in the way they will change the text (plain is shown as Plain, bold as **Bold**, etc.).
The selection of style can also influence the width and the height of the characters. Text that is written outlined or shadowed needs more space. In lines containing words of these styles, the line spacing (Leading) is therefore enlarged automatically.
With the commands **Condense** and **Extend** text can be written more condensed or extended.

This is a condensed style
This is an extended style

In addition, text can be superscripted or subscripted, e.g. for footnotes. With narrow line spacing, the space for superscripted or subscripted text is not sufficient. In this case the line spacing is automatically enlarged so far that the text can be superscripted or subscripted.

Size

9 Point
10 Point
12 Point
14 Point
18 Point

The size of the fonts can also be changed. Higher numbers mean a greater size. The font sizes that are available in the system as originals for the respective style appear in outlined type in the menu (10 Point). Other sizes must be calculated internally and this decelerates the word processing speed. **Therefore, the sizes displayed in outlined style are recommended,** unless the required sizes are installed in the system (using the Font / DA Mover).

Size manual...

If a font size is desired which is not displayed, it can be inserted manually. After choosing **Size Manual**, a dialog box appears in which the desired size can be inserted. As such sizes must also be calculated internally, the insertion of text will be decelerated.

When printing on the ImageWriter with the quality **Standard** or **Draft**, the double font size is used for calculating the print. Therefore the double font sizes should always be available in the system to insure a good print quality.

Pipelines

Pipelines are connections between text-frames. When two frames are connected by a pipeline, they react like one coherent frame. Text extending beyond the lower border of the first frame automatically runs to the second frame as through a pipeline, permitting you to continue writing without interruption. When text is deleted in the first frame, the text in the following frames moves up automatically.

Install a pipeline

To install a pipeline, you must be in the Page Layout option. If you are not in the Page Layout option, click in the icon showing the words "Page Layout". To install a pipeline, click inside the pipeline tool in the Page layout option first. YOU CANNOT DRAG THE ICON. Release the mouse button. When you then move the cursor back to your document, the cursor changes to the pipeline tool. Click in the frame where the pipeline should start and drag the pipeline "pencil" to the frame where the pipeline should end while still keeping the mouse button depressed. A line will extend from the pipeline "pencil" while dragging it across the document, indicating the direction of the pipeline. Upon release of the mouse button, the pipeline will be installed. You can install a pipeline between text frames only.

Pipelines can connect frames on one page of a document as well as frames on different pages of a document. You can connect as many frames as you like. You have to consider, however, that the insertion, editing and deletion of text can take longer in very long pipelines as the text must be readjusted in all frames. Therefore it is recommended to subdivide long texts in shorter passages. This allows you to control the placement of text more easily within the pages.

Only text frames can be connected. It is not possible to create more than one pipeline between two frames. Frames that already contain text can also be connected. In this case the text moves up accordingly.

Pipelines restrict you to selecting the text in one frame only. Selections of text in more than one frame are not allowed. Also consider that each text frame contains a ruler at its top that cannot be deleted. If text moves to another frame by inserting or deleting some sections, changes of the formatting can occur when the settings of the rulers are not equivalent.

Rulers and pipelines

When you install a pipeline between two frames (see above), the first ruler of the secondary frame will automatically adapt to all the settings from the last ruler in the upper frame. However, if the secondary frame is narrower than the upper frame, the right margin is shifted accordingly.

When editing text in a pipeline, rulers will flow up and down the pipeline like text. When you connect two frames of unequal width, the rulers will be compressed when they flow from the wider frame into the narrow frame.
The rulers will not be expanded when they flow back to the wide frame.

General

Using spreadsheets or worksheets you can build almost any kind of table, enter numeric or alphanumeric values and formulas. Formulas can include references to other entries in your current spreadsheet and even references to another spreadsheet in your document. These features enable the construction of complex self-calculating forms such as tax reports, invoices, accounting, or virtually any kind of tabular worksheet.

You can also use any available font in any size or style (not including superscript and subscript) on a cell by cell basis in your spreadsheet. Certain grid options add new design possibilities to the table.

Create a Spreadsheet

Before you can activate the Spreadsheet option, you must create a new frame and select the type Spreadsheet from the Frame menu.

Create a new frame or select any existing frame (see also section 7. 2 - Page Layout) and select the frame type spreadsheet.

The new spreadsheet frame will appear as shown here:

	A	B	C	
1				
2				
3				
4				
5				

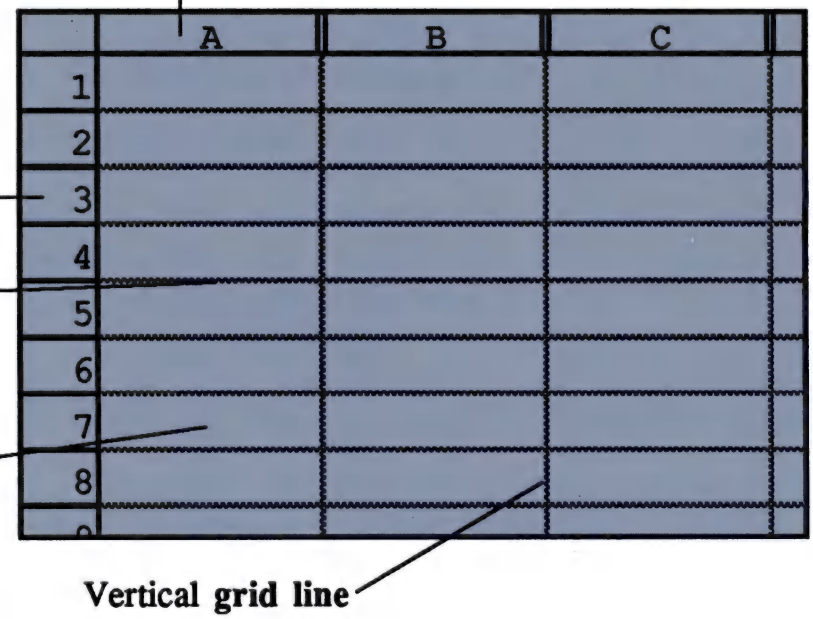
RAGTIME spreadsheets have up to 253 rows and 253 columns. Thus each spreadsheet could contain 64009 different entrys. You can access all 64009 cells of a spreadsheet (See: Open Sheet command, , but only those cells will be printed that are visible in your frame, or in a Closed sheet.

You can have as many spreadsheet frames in your document as Memory available. The theoretical maximum number of frames is about 700.

The basic elements of a spreadsheet

Here the basic elements of a spreadsheet are explained, introducing the common terms.

Column. Each column has **column title** (A,B,C...) at the top of the column.



Row. Each row has a **row number** (1,2,3...) at the left side of the row.

Horizontal **grid line**

Cell. Each cell can contain numeric or alphanumeric values or a formula or both (date and other value types are also provided).

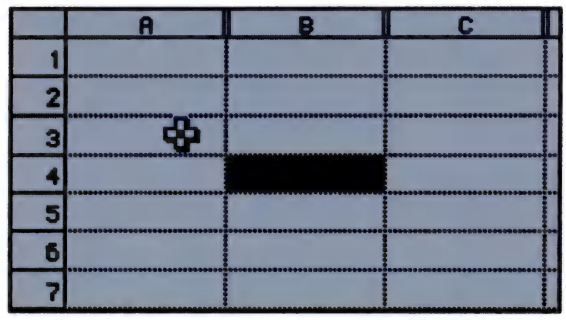
Vertical grid line

Activating the spreadsheet option

Move the cursor inside the spreadsheet frame an click once with the mouse button.

The following option will appear:

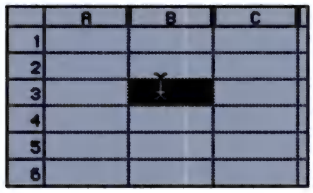
The cursor will change to the shape of a cross while moving it across the spreadsheet. Click on a specific cell to select it.

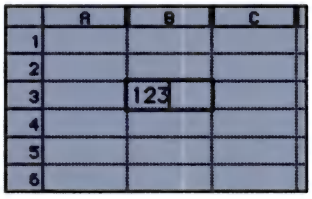


Selecting the spreadsheet elements.

As in all Macintosh applications, you must first activate or select the elements you wish to use. This section explains how spreadsheet elements are selected.

Select a cell



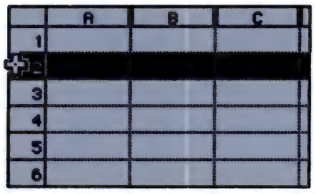


Click with the mouse inside the desired cell. The cell will be highlighted after selection and the cursor will show as the I-beam cursor, while it is inside the specific cell.
If you click a second time on the same cell, the cell will be outlined, and an insertion point will be shown as a blinking caret. You can now enter text into this cell.
(See : How to Enter Contents into a Cell)

Select a column

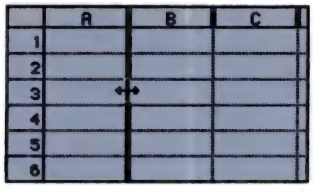
You can select an entire column by clicking inside the column title. Selection of columns is necessary when you want to edit the contents of all cells in a column at the same time.

Select a row



You can select an entire row by clicking inside the row number. Selection of rows is necessary when you want to edit the contents of all cells in a row at the same time.

Select vertical grid line

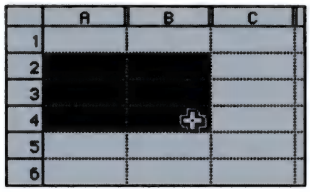


You can select a vertical grid line by clicking on the grid line at any location. You must select grid lines between columns in order to insert a new column between two columns.

Horizontal grid line

You can select a horizontal grid line by clicking on this grid in the row number area or in the first column only. You must select horizontal grid lines in order to insert a new row between two existing rows.

Select multiple cells



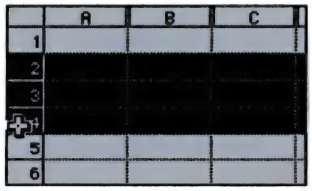
You can also select more than one cell at a time. All cells to be selected must be located in one continuous block.

There are several ways to select multiple cells.

You can select one cell first, than click into an other cell while holding the Shift key depressed (also known as the Shift-click method). All cells that are located between those two cells will then be selected. Or, you can keep the mouse button depressed after selecting the first cell and then drag the mouse over the range of cells to be selected.

The selection will always cover all cells that are located inside the rectangle, determined by the first cell and the current mouse position. Release the mouse once the cells are selected.

Select multiple columns or rows



You can select multiple rows or columns.

You can either use the Shift-click method described above to extend the selection from the first column or row to the last column or row. Or, you can drag the mouse over the column titles or row numbers while holding the mouse button depressed.

Select the entire spreadsheet

You can select the entire spreadsheet by selecting **Select Entire Spreadsheet** in the Edit menu.

Change the selection

You can always select a different cell by clicking into any other field or using the arrow, tab, or Return keys.

When you press the arrow keys while a single cell is selected, the selection will move up, down, left or right according to the key pressed. The tab key moves the selection to the right, shift-tab moves it to the left. The Return key moves the selection down, shift-return moves it up. These keys will also move column or row selections.

Enter data

Select the cell desired, then start typing your entry.

Once you have selected the cell, you can enter data. The data that you enter with the keyboard will appear not only in the respective cell but also in the **entry line** on the right side of the spreadsheet option. You can use all the normal text editing methods (including cut, copy and paste) both in the entry line and in the cell itself.

For long text entries or small font sizes it is recommended to edit the data in the entry line rather than in the cell itself.

Note: when your entry is longer then the displayed length of the entry line, the line will extend downward into a second, third, or fourth line.

The icons on the left of the entry line indicate the type of the entry. There is a distinction between **text, numbers** and **dates.** The type of the entry is determined automatically. However, during the input, the question mark is highlighted instead of any other icon, since the type is not determined until the entry is finished. During the input you can force the type of the entry to become text by clicking on the **abc** icon. As a result, entered numbers or dates can also be interpreted as text. The automatic type determination can be restored by clicking the question mark. When you select another cell of the spreadsheet or use the Enter key, arrow keys or Return key, the entry is finished.

Cell contents

A cell can be empty, or it can have the following contents either separate or combined:

A value (text, number, date or error value)
A formula
A second formula

Value types

There are four different types of values that are specified in RAGTIME spreadsheets:

Text
Numbers
Dates
Error values

Text

An entry is identified as text if it cannot be assigned to any other type or if it is forced to be text by clicking on the text icon in the spreadsheet option (see above). An entry is also identified by setting the format "Text only" (See: Other Formats).

When entered text is longer than the width of the cell in which it is inserted, the text is displayed continuously in the cells adjoining to the right or left depending on the justification of the cell (see Formats), as long as these cells are blank, i.e. they must not contain either formula or value.

Numbers

All entries are recognized as numbers which comprise only digits (0123456789), plus or minus sign, decimal point, comma, or an exponent. Numbers can be entered with or without decimal point or decimal comma. An entry in scientific notation is also possible. Do not use commas to separate the thousands nor a currency symbol when you type a number; those items will be displayed automatically regarding to the specific display format chosen for this cell! (See: Formats)

Examples of approved number entries:

456
365,678 (this is a decimal comma!)
-6587.45
4.67E4 (this is $4.67*10^4 = 46700$)
-0.567e-3 (this is $-0.567*10^{-3} = -0.000567$)

Precision and range of numbers

Numbers are displayed in floating format unless a different format for the respective cell is selected with the commands of the Format menu. The format can be changed at any time.

Specification of numbers:

Precision:	Internally:	19 to 20 digits
	Displayed:	18 digits
Largest positive number:		1.1E+4932
Largest negative number:		-1.1E+4932

If an entered number exceeds the range limits, e.g. 4.5E5000, it will be interpreted as text.

Dates

An entry is interpreted as a date when it has the following format:

Month/Day/Year as 6/21/86 (also 1986)
or
Month-Day-Year as 6-21-86 (also 1986)
or
Month.Day.Year as 6.21.86 (also 1986)

and when it comprises a valid date between 1/1/1904 and 12/31/2039. If only two digits of the year are entered, the century of the system date will be used.

Error values

The calculation of a formula might result in an error value. Error values are described in the section concerning formulas.

Edit a cell entry

You can edit entries in cells like any other text in RAGTIME. RAGTIME however will not allow mixed fonts, styles and sizes within one cell. The font and style items must be unique in a cell.

To edit during the entry:

- Edit in the cell or the entry line as if editing text

After finishing the entry:

- Select the cell
  then select a part of the old entry
- Edit the cell entry like text
- Edit the cell entry in the entry line like text
  or
- Enter new contents

During the input you can work both in the entry line and in the cell itself as if editing text; this includes the cut, copy and paste commands. If you wish to change the entry of a cell after finishing the input, you must first select the cell. Then you can edit the cell entry as if editing text. The contents of the cell are also displayed in the entry line where you can work like in a text in order to delete, to replace, or to insert parts of the cell.

If you select the cell and then enter new contents, the previous entry will be replaced. Exceptions: when the contents of the cell have been protected or when a second formula is present.

Delete a cell

- Select one or more cells
  then
- Press Backspace key
  or
- Choose the command **Clear** from the Edit menu

The entry of one or more cells can be deleted by first selecting the respective cells (see above) and then pressing the Backspace key, or by choosing the command **Clear** from the Edit menu. If cells are protected (see below), they can't be deleted.

Copy and paste cells

- Select one or more cells.
- Choose the command **Copy** from the Edit menu
- Select the upper left corner of the target range or the whole target range.
- Choose the command **Paste, Paste Formulas, Paste Values** or **Paste Formats** from the Edit menu.

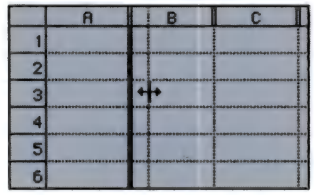
The contents of cells can be copied and pasted into other cells. This is achieved with the commands from the Edit menu. Details can be found below under the commands of the Edit menu.

Protect cells

- Select one or more cells
- Choose the command **Other formats** from the Format menu
- Set parameters to protect either the whole contents or the formulas only.

The contents of cells can be protected from being deleted or replaced. To do this, first select the respective cells. Then choose the command **Other formats** from the Format menu. A dialog appears where you can set parameters for protecting that specific cell.

Change the column width



After creating a new spreadsheet, all column widths are equal as are the height of all rows. You can change the width of columns in a spreadsheet manually by dragging the vertical grid lines. Or, you can type in the desired width in a special dialog for column width setup.

Manual column width change:

- Press mouse button on the vertical grid-line on the right of the column that is to be changed
- Move grid-line to the desired direction
- Release mouse button when the desired width of the column has been reached

Dialog column width change:

The width of the column(s) can also be changed by first selecting the column(s) that are to be changed. Then choose the command **Column width...** from the Options menu. A dialog appears where the desired column width can be inserted. (See: Menus)

All cells on the right of the changed column are shifted accordingly. The width of other columns remains unchanged.

Change of row height

The height of each row is determined by the height of the largest font size selected for a cell in the row. To change the row height, select a new font size in the Style menu for the entire row or for a single cell. When you want to decrease the height of a row, you must change the entry with the tallest font, or else select the entire row and then choose a smaller font size.

Note: Concerning default, all entries in a new spreadsheet are in 12 point type. All entries, including those that are invisible, count in the determination of the row height. To change height, it is not sufficient to decrease the size for the visible entries only.

Formulas

A formula can be entered in any cell of the spreadsheet. A formula is a rule for calculating a value. You can use all types of values in a formula. When the formula is calculated, the cell that contains the formula will show the resulting value of the calculation.

In most cases, you will use values in other cells to calculate a new value for a given cell. The normal calculation operators as (+,-,*,/) are used to combine the different values.

In addition to this, you can choose from a list of 55 functions and several predefined constants (as π) for more sophisticated calculations.

If a cell contains a formula, the formula will be displayed in the formula lines below the entry line when the cell is selected. If the formula has been protected, it will not be displayed.

At your option, all formulas of all spreadsheets of a document are recalculated every time a cell is changed or only on request (See: Options Menu).

The formulas of a spreadsheet are calculated row by row from left to right. The spreadsheets are calculated page by page and within the pages in the order of the frame numbers (see section on Page layout). This calculation order is usually repeated until there are no further field changes. For exceptions see **Other formats** in the Format menu. When there are still changes in the fifth recalculation run, you will be asked if the calculation should be continued or not.

When the recalculation lasts longer than five seconds, a dialog appears where you have the possibility to stop the calculation process. The calculation goes on while the dialog is showing.

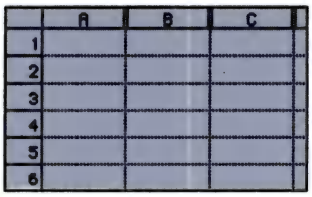
When only one spreadsheet is recalculated (see Options menu), this spreadsheet will be recalculated until there are no further changes.

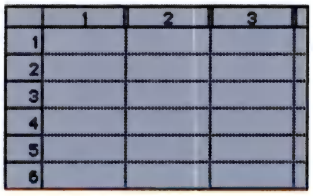
References

References are a major part of formulas. References are made to other cells in the same spreadsheet frame or to other spreadsheet frames on the same page or to other pages in your document.

The construction of formulas that refer to other cells within the spreadsheet is either separately or as a **range**. The positional relationship between the formula cell and one or more other cells within the same spreadsheet (or two different spreadsheets) is called a reference.

Column notation A,B,C... or 1,2,3...





In RAGTIME, you can choose between two different methods of notation for the display of column titles and the writing of references.
For the notation of the columns, RAGTIME offers either the letters A,B,C... up to IQ,IR,IS or the numbers from 1 to 253. The notation can be changed in the Options menu by using the command **R1C1** or **A1**. (See below - Menus.)

The two notation methods differ greatly on the writing and display of references. With alphabetical column titles, each cell is defined by the column title followed by the row number. For example **B4** (second column, fourth row). Therefore this representation is called **A1-notation**.

With numeric column titles, each row is defined by the letter R followed by the row number; and each column is defined by the letter C followed by the column number. Each cell is defined by specifying the respective row and column. For example **R4C2** (fourth row, second column). Therefore, this representation is called **R1C1-notation**.

Note: Apart from these two notations you must distinguish between relative and absolute cell references.

Relative versus absolute references

This distinction between relativeand absolute is important when copying formulas to other cells. When you use absolute references, you always refer to the same cell, regardless of any transfer of your formula to other cells by copy and paste actions.

Example: If a cell contains the percentage of the value-added tax, this cell will always have a specific absolute reference even when the formula that uses this value is copied to other cells.

In a formula with relative cell references, the cell with the same horizontal and vertical **distance** from the cell containing the formula will be referred after a copy and paste transfer of the formula to a new cell.

Example: A formula sums up the two cells on its left. When the formula is now copied to another cell, this new cell will contain the sum of the two cells directly on its left.

The A1 Notation

When the columns are specified by letters, a reference consists of the column title followed by the row number.

Absolute references

If a reference is to be made to the exact same cell as in the original formula when copying the formula to another cell, an absolute reference must be used. In this case, a dollar sign is set in front of the titles for column and row.

Example:
A2 means the cell in the second row and in the first column (Column A)

Relative references

Relative references are written without the dollar sign:
A2 is the relative reference to the cell in the first column and second row.

Example: Enter the formula **A2+1** in cell B3.
When copying the contents of cell B3 to cell D3, cell D3 will contain the formula C2+1 now, as the reference A2 without the preceding dollar signs is a relative reference.

Relative and absolute references can be mixed in formulas at your choice. Even within a single reference, relative and absolute references can be mixed.

Example: In A$2, the column reference (A) is relative and will be changed accordingly when copying formulas whereas the row reference ($2) is absolute and remains unchanged.

Ranges

Ranges of cells are frequently used as parameters of functions (see below), for example when summing up the values of all cells in a range.

Ranges are defined by two cell references separated by a colon. For example: **A2:B6**. In this case, all cells referred to belong to the range that is embraced by the references A2 and B6.

Ranges can also comprise whole columns or rows. The range reference, however, must always contain a colon even if only one row or column is referred to.

Examples:
A:B comprises the entire columns A and B.
A:A comprises the entire column A.
2:2 comprises the entire row 2.

Example: the formula **Sum(A1:A10)** would calculate the sum of all entries in cells A1 up to A10.

The R1C1 Notation

When you choose the R1C1 method of notation, your references will be displayed differently than with the A1 notation. The references will consist of the numbers of the respective row and column and of the titles R for row and C for column.

The row and column specifiers R and C for row and column must be included when using this notation, in order to distinguish between the row and column references.

Absolute references

Absolute references are made up by specifying the row and column: R1C2 means the cell in row 1 and column 2. Thus the formula R1C2+1 adds 1 to the value in cell R1C2.

Relative references

With this notation method, relative references are made up by specifying the distance to the cell containing the formula. For example: the reference R[-2]C[-1] in cell R3C2 thus refers to the cell in R1C1. A distance from 0 needn't be specified. RC[1] thus refers to the cell one column to the right, but the same row. When the specification of row or column is omitted at a place where a reference to a single cell is expected, the address will relate to the same column or row. Instead of RC[-1] you can thus also write C[-1].
Relative references keep their distance even when copying formulas to other cells whereas absolute references always refer to the very cell that was originally referred to, regardless of the cell containing the formula. Absolute and relaive references can be mixed. The reference R2C[-1] contains an absolute reference to row 2 and a relative reference to the column located on the left.

Specifying ranges

Ranges are referred to by combining two cell references by a colon. All cells are then referred to which are located within the rectangle embraced by the two cells.
Example:R2C1:R5C2

Ranges can also comprise whole columns or rows.
Examples:
R2:R4 means all cells in the rows 2 to 4.
C3 means all cells in column 3.

R[2] means all cells in the column that is two columns to the right of the formula with this reference.

References to other spreadsheets

Formulas can also contain references to cells in other spreadsheets on any page of the document.

The normal cell reference must then be preceded by a page and frame reference. The symbols for these references are @ for page and # for frame. The specification of the page can be omitted when the other frame is located on the same page. The reference must always indicate first the page and then the frame. Page and frame addresses are separated from the cell address by an exclamation point.

The notation @2#3! thus means frame 3 on page 2. The exclamation point must be followed by a cell or range reference. References to other spreadsheets can be relative or absolute as well. In this case, the same notation as for cell references in R1C1-notation is used.

Examples:
@[-2]#3! means: two pages before, frame three.
@[+2]#[+4]! means: two pages further, frame plus 4.

The frame number always means that number which is assigned to each frame in its page. The frame numbers can be made visible with the command **Show Tags** in the Windows menu. These numbers can even be set individually by using the **Frame number** command in the Frame menu.

Concerning the use of these commands please read the respective paragraphs in Sections 7.1 (General) and 7.2 (Page Layout).

Note: Ranges of references are restricted to the cells in one spreadsheet. You cannot build a reference range of cells starting in one spreadsheet and continuing in another one.

Editing formulas

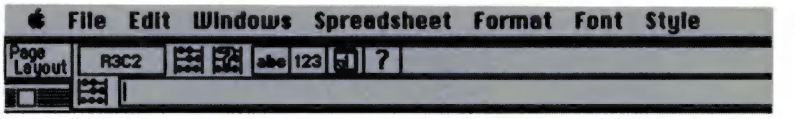
When you want to enter a formula into a cell of the spreadsheet, you must type it into the formula Entry line at the spreadsheet option.

Activate the formula edit line

First, select the desired cell where the formula is to be entered.

When the cell is activated then click on the abacus symbol in the option, or just type an equal sign (=).

The option will then display the formula edit line.



Note: when your formula entry is longer then the formula entry line, the line will extend downwards.

After typing in the formula or using the Function List in order to paste functions and inserting all references , the entry is finished by pressing the Return key, the Enter key, the Tab key or any of the arrow keys.

If you made any kind of syntax error, RAGTIME will display a message that explains the kind of error.

Note: You must finish the editing of a formula so that the formula is correct. There is no way to leave an erroneous formula in an entry by terminating the editing of this field. When you do not know how to correct the formula, you should delete it, in order to terminate the formula editing.

Entering References

RAGTIME provides a very easy and straightforward method to enter a reference into a formula:

Just click with the mouse into the specific field to be referenced, regardless if this field is located in the same spreadsheet frame or in any other spreadsheet of your document.

You can also enter reference ranges into the formula line, just by dragging the mouse over the range of fields to be selected.

All references entered in by mouse click will be relative references, when they refer to cells in the same spreadsheet. They will be absolute, when they refer to other spreadsheets.

For the automatic conversion of absolute to relative and vice versa, see Convert references below.

Transform references

RAGTIME provides commands to perform automatic changes of relative references into absolute references and vice versa.

Immediately after inserting a reference by clicking on the respective cell, select from the following:

- Choose the command **Absolute** or **Relative Reference** from the Edit menu

Change reference later:
- Select the reference that is to be changed in the Entry line
- Choose the command **Absolute** or **Relative Reference** from the Edit menu

References can be changed as often as desired. To do so, first select the reference in the formula. If a relative reference is selected, the command will be **Absolute Reference**. If an absolute reference is selected, the command will be **Relative Reference**. If several different references are selected, the command will depend on the first selected reference. After choosing the command, the references are converted accordingly. When several references are selected, all of them will be converted into the type which is displayed in the menu.

Automatic reference adjustment

When rows or columns are inserted or deleted in a spreadsheet, the references in the formulas which are affected by these actions are changed automatically. The cells that were originally designated in the formulas are still referred to, even if their position in the spreadsheet has changed.

Note: When the whole spreadsheet is moved or copied to another page, the references to other spreadsheets will normally be false and must be corrected manually.

Logical values

In addition to text, numbers and dates, logical values can be used in formulas as well. Logical values are either 'true' or 'false'. They can result from a comparison, special function, or various operators.

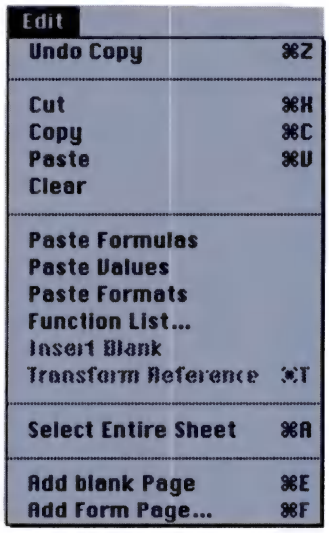
The expressions **True** and **False** can be used directly in formulas. (In effect, the functions **True** and **False** are used then.)

When logical values are used in numeric calculations, **True** corresponds to the number 1 and **False** to the number 0. When numbers are used in logical expressions, 0 is interpreted as **False** and any other value as **True**.

Menus:

The Apple, File and Windows menu in the Spreadsheet option correspond to what has been described in Section 1 General.

Edit menu



The following description refers to those commands of the Edit menu which have a particular function when editing spreadsheets or commands which are additionally available.

Cut and Copy

- Select a range of the spreadsheet
- Choose the desired command

Parts of spreadsheets can be cut or copied. For this purpose you must select the respective range and then choose cut, copy or paste. Even whole rows or columns can be cut or copied. When cut, the rows or columns are completely removed from the spreadsheet. The entire contents of the cells, i.e. all values, formulas and formats (all settings of the Format, Font and Style menu) are copied to the clipboard.

When cutting cells, the formats (such as style, font, size and all the other spreadsheet-specific formats) are preserved for these cells.

Ranges of spreadsheets can be pasted from the clipboard in text frames or in other word processing programs. When pasted, the cell data is separated horizontally by tabs and at the end of each line by carriage returns. In this way, the appearance of the spreadsheet can be restored by using a ruler with a sufficient number of tabs.

Paste
Paste Values
Paste Formulas
Paste Formats

When pasting cells or ranges of cells from the clipboard into new locations in the spreadsheet, you can select four different methods: paste all, paste values only, paste formulas only, or paste formats only.

In addition, when the selected range of cells is larger than the range stored in the clipboard, you can use the paste command to paste the clipboard contents as many times as needed to fill the range selected.

Duplicate entries with paste function

To paste the clipboard once:
- Select the upper left corner of the target range
- Choose one of the **Paste** commands

To paste the clipboard several times:
- Select a target range of sufficient size
- Choose one of the **Paste** commands

When the clipboard contains a range of a spreadsheet, this range can be pasted either once or several times with one command. For pasting the contents of the clipboard once, it is sufficient to select the cell in the upper left corner of the target range (It is possible to select more cells as long as the selected range is not bigger than the range in the clipboard.). After that you can choose one of the **Paste** commands.
If the clipboard contains whole rows or columns, these can be pasted between the existing rows or columns. You achieve this by selecting a grid line first. The pasted cells will replace the previous contents of the cells. Protected cells are also replaced. Please notice that even **non**-selected cells will be changed during the Paste operation. The possibility of pasting the contents of the clipboard several times often facilitates work when creating spreadsheets. During the Paste operation, the rectangular range from the clipboard is pasted sideways and down as many times as it covers at least the whole selected range

The command **Paste** pastes the whole contents of the cells from the clipboard, e.g. values, formulas and formats (all settings of the Format, Font and Style menus).

Paste formulas, values or formats:
- instead of **Paste** choose the desired command
- the other contents of the cells will be preserved

The commands **Paste Formulas, Paste Values** and **Paste Formats** serve for only pasting a part of the data from the clipboard. The other contents of the cells remain unchanged. For example, the command **Paste Values** is very useful for pasting calculated carry-overs in the headline of another spreadsheet whereas **Paste Formats** enables the pasting of formats without changing the cell contents.

Paste Text

Paste text from the clipboard:
- Select the upper left corner of the target range
- Choose the command **Paste**

When the clipboard contains text, you must distinguish between two possibilities. If the text doesn't contain any tabs or carriage returns, the text will be pasted in the cell at the upper left corner of the selected range and the caret will appear in the cell in the entry line behind the text. If the text contains tabs or returns, the text will be pasted as if choosing the command Text Import.

Clear

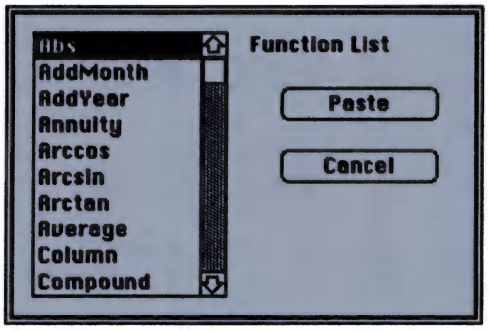
- Select the range of the spreadsheet that is to be deleted
- Choose the command **Clear**

When you want to clear a range of your spreadsheet, you must first select it and then choose the command **Clear**. You are free to delete single cells, ranges of cells, whole rows or columns. Cleared rows or columns are completely removed from the spreadsheet. The contents will be completely deleted while the formats are preserved.

Function List...

- Choose the command
- Select the desired function
- Double-click on the desired function or Click on Paste or press Return key

The command **Function List** facilitates the input of functions. After choosing the command, a dialog appears listing all functions that are available. If the desired function is not visible, it can be scrolled into the window by using the scroll bar or by typing one or more of its initial letters. The function is pasted by either double-clicking the desired function name or by selecting the function name and clicking on Paste or pressing the Return key.



Insert rows and columns

- Select grid line at the respective spot
- Choose the command
- Specify the number of rows or columns
- Click OK

You can insert blank rows or blank columns in your spreadsheet by first selecting the grid line between the rows or columns where an insertion is desired. When selecting a horizontal grid line, the command in the menu reads **Insert Rows**. With the selection of a vertical line the command reads **Insert Columns**. (When no grid line is selected, the command reads **Insert Blank.** It is displayed in gray and cannot be selected.)

After you have chosen the respective command, a dialog appears where you can specify the desired number of rows or columns to be inserted. After clicking on OK, the blank rows or columns are inserted. References in currently entered formulas are changed automatically so that you can continue calculating with the original cells even if the absolute addresses have changed.

Transform References

Immediately after entering a reference using the mouse:
- Choose the command from the Edit menu

To change reference later:
- Select the reference that is to be changed in the Entry line
- Choose the command

Absolute and relative references in formulas can be converted.

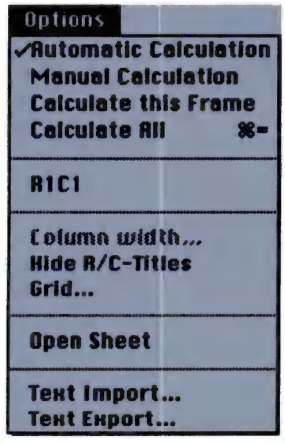
A relative reference which has been inserted automatically in a formula by clicking on the respective cell (see above) can be converted into an absolute reference when choosing the command **Absolute Reference** immediately afterwards.

(When entering a reference in another spreadsheet by mouse click, it will be an absolute reference that can be converted into a relative reference. The page and frame reference will then also become relative)
References can be changed later as well. For that purpose you must select the reference in the formula. If a relative reference is selected, the command in the Edit menu reads **Absolute Reference**. If an absolute reference is selected, the command reads **Relative Reference**. If several different references are selected, the command will depend on the first selected reference.
After choosing the command, the references are converted accordingly. When several references are selected, all of them will be converted into the type which is displayed in the menu. The use of different types of references has consequences when copying formulas.

Select entire Sheet

By choosing the command **Select Entire Sheet,** a whole spreadsheet can be selected. The spreadsheet can then be edited as a whole; for example, to set style and size for the whole sheet. A spreadsheet cannot be copied as a whole. When you want to copy an entire spreadsheet for example to another document, copy the frame using the Page Layout option.

Spreadsheet Menu



The **Spreadsheet menu** offers commands which have influence on the appearance and the function of a spreadsheet. The first set of commands (Automatic calculation, Manual calcuation, Calculate this frame, Calculate all) have a direct effect on that spreadsheet which is currently being edited, i. e. in which one or more cells are selected.

Automatic calculation

As soon as you change a value in a cell of the spreadsheet, all formulas are usually recalculated automatically in all spreadsheets of the document. This can be very time consuming when entering a lot of new values to large spreadsheets. In such an instance, it is helpful to enter all new values first and then have the whole spreadsheet recalculated. (See Manual Calculation)

Manual Calculation

When you wish the calculation of all spreadsheets in the document to be made only on request, you can switch over to the command **Manual Calculation.**

Calculate this Frame

Calculate All

After setting the command Manual Calculation, you must then select either Calculate this Frame or Calculate All. With **Calculate this frame**, only the current spreadsheet that is selected at the time is calculated. Even if several spreadsheets are connected, only the selected spreadsheet will be calculated. After choosing the command **Calculate All**, all formulas in all spreadsheets of the document are evaluated anew.

R1C1 or A1

When choosing R1C1, a switch-over from the alphabetical notation of the columns to the numbers 1, 2, 3... will occur for all spreadsheets of the document. (When the alternate A1 is selected the reverse will take place.)
In addition, the representation of the references is changed by switching the column notation. You are free to switch between the notations any time you wish. All formulas are represented in the notation you have selected. The selection taken will be valid for the total document.

Column width...

- Select the column(s) by clicking on the column title(s)
- Choose the command **Column width...**
- Enter the desired column width
- Click OK

For long entries that do not fit into the specific cell, the current column width can be changed.

First, select one or more columns that are to be changed by clicking on the respective column title(s). Then you can choose the command **Column width...** .

A window will appear where you can enter the desired column width. After clicking the OK-button, the selected column will automatically be set to the entered width.

As mentioned above, the column width can also be changed manually by moving the vertical grid line. However, when several columns are to be changed in their width, this method could be inaccurate. For adjusting several columns exactly, it is recommended that you choose the command **Column width...** and have the selected columns automatically set to the precisely desired width.

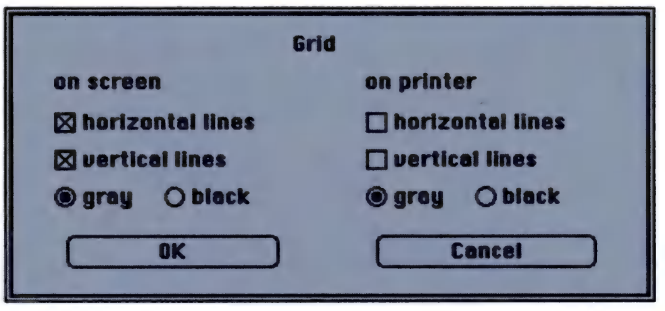
Show / Hide R/C-Titles

The numeration of the rows and columns in the spreadsheet becomes invisible when choosing the command **Hide R/C-Titles**. When you want to show the titles again, you can choose the command **Show R/C-Titles**. The titles themselves may be useful during the creation of a spreadsheet. However, they may be unnecessary in a final document that should only show the results. To improve the presentation of the spreadsheet, the titles can be hidden. NOTE: After choosing the command **Open Entire Sheet**, the row and column titles are always shown.

Grid...

- Choose the command **Grid...**
- Select the way the grid lines should be printed on the screen or on the printer.
  (gray, black or no lines - - horizontal or vertical)
- Click OK

You can decide, both for the display on the screen and for the printout, if the grid lines between the rows or columns will be shown. After choosing the command **Grid...**, a dialog appears where you can choose whether the lines are to be displayed or printed. If they are visible, you can choose whether they should be grey or black. You can switch the horizontal and vertical lines on and off separately. The lines that are checked will either be displayed or printed.



Open Sheet / Close Sheet

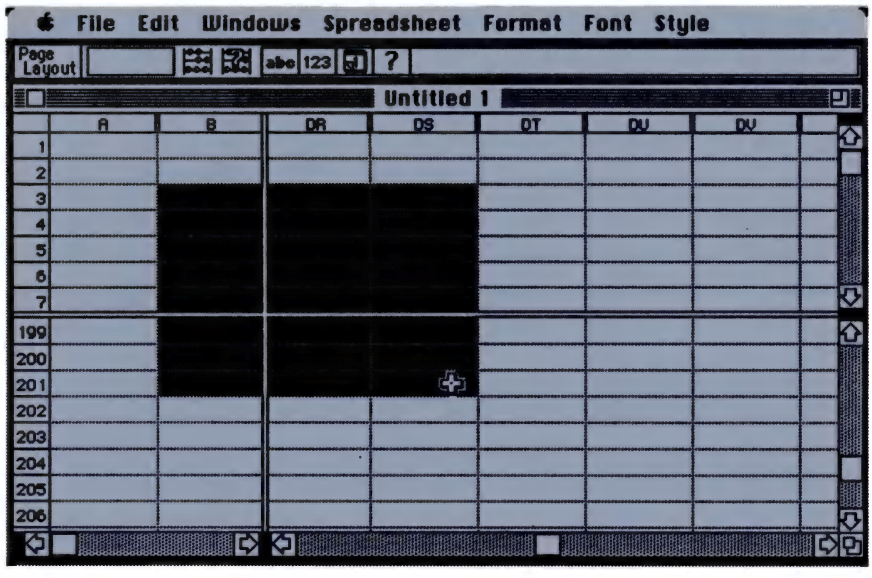
RAGTIME spreadsheets cover a range of 253 rows and columns. In normal display, however, you can only edit those cells that are visible inside the frame. The command **Open sheet** gives you access to all cells in a spreadsheet. The offset of the spreadsheet relative to the frame will always be the same when the spreadsheet is displayed inside its frame; that is, the field A1 will always be located in the top left corner of the frame.

For displaying the entire spreadsheet on the whole screen:
- Select the spreadsheet (a cell or just any part of it)
- Choose the command **Open Sheet**

For displaying the spreadsheet in its original frame:
- Choose the command **Close Sheet**

Spreadsheets can be created in frames so that only a section of the spreadsheet is visible in the final document, for example only the results. For simplifying your work when creating the spreadsheet, you can use the **Open Sheet** command so that the whole screen is used for the display of the spreadsheet. The scroll bars to the left and at the bottom of the window will now move the spreadsheet to give access to all fields. You can use the split window option (see section 7.1, General) to fix titles or divide the screen in up to 9 independent panes. The specific pane setup will be saved with this spreadsheet frame. When you return to the regular display or **Closed sheet** (spreadsheet inside its frame), the old status of your window will be restored. When you open the sheet again, the specific split window settings will be restored.

The example below shows an open spreadsheet with split windows and the range B3:DS201 selected



Text Import...

- Select the cell in the upper left corner of the target range
- Choose the command **Text Import**
- Select and open the file that is to be imported

The Text Import feature allows you to import text data. Two examples could be: 1.) tables that are generated with a word processor or other computers; 2.) or text data from other programs. Files that are written in **Text format** can be imported in a RAGTIME document by choosing the command **Text Import** ("Text format" means data that is save with tabs and returns.). After choosing this command, a dialog appears listing all available text files (For details on this dialog refer to the Macintosh manual). When a file is selected from here, the text will be pasted, starting from the selected cell. At each tab there is a change one cell to the right and after each return the pasting operation starts one row below the selected cell. In this way text data that are already available in tabular form can easily be imported in a spreadsheet. The text is examined according to the same rules as on manual input, and if possible it is changed into numbers or dates. The same method is used when text is pasted from the clipboard (see also the command **Paste**). IMPORTANT: Numbers will be imported without currency symbols etc., otherwise they will not be recognized as numbers but as text.

Text Export...

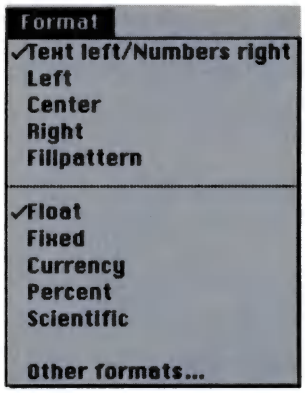
- Select a range of the spreadsheet
- Choose the command **Text Export**
- Enter file name and save

Selected ranges from spreadsheets can be filed in **Text format** by choosing the command **Text Export**. The text format contains the cell entries in the way they are shown in the spreadsheet. The cells are separated horizontally by tabs (even if they are blank) and vertically by returns.
This **Text format** can be read by other programs, as for example by MacWrite or Microsoft–Word or Microsoft–Excel, or by other computers by means of file transfer programs.
After choosing the command, a dialog appears where the name of the file to which the text is to exported can be entered. (For details on this dialog see also the Macintosh manual).
Clicking on **Save** starts the export.

The Formatting Menus

With the commands of the Formatting menus, you can determine the presentation of cell entries. The Formatting Menus include the **Format, Font** and **Style menus.**

All formats can be used for each individual cell within the spreadsheet. Unlike text where font and style settings are subject to the characters and are deleted with these, the format of a cell in the spreadsheet will always be preserved even if the cell has no contents.
When one cell of the spreadsheet is selected, the formats of the cell are indicated in the menu by a checkmark. When one row, one column or the entire spreadsheet is selected, the last settings for the respective range are marked. (Naturally, single cells can still have other formats by themselves). In all other cases there will be no checkmarks.



NOTE: In addtion to formatting data, various parameters for the calculation of the cells and protection of the cell entries can also be set with the Format menu under the command **Other Formats.**

Format menu

- Select one or more cell, row or column in the spreadsheet
- Choose the desired format

Text left / Numbers right
Left
Center
Right

The default for formatting values in cells is **Text left / Numbers right,** i.e. text entries are aligned to the left margin whereas numbers and dates are aligned to the right margin. When you want to change this format, you must first select those cells for which a change of format is intended. Then, by choosing the desired format from the Format menu, the cell entries are represented according to your choice.

Fillpattern

- Enter one or more character of the fillpattern
- Choose the command

Using the command **Fillpattern,** an entire cell can be filled with any character you like.

Fillpattern works only with text cells.

Formats for numbers

All formats for numbers normally affect only the presentation and not the internally-saved value of the numbers. Exception: When selecting "Precision as displayed" under **Other formats**, there will be an automatic rounding to the selected number of decimal places for all formats except Float (floating decimal point). If a number or a date in the chosen format doesn't fit the cell, the cell will be filled by #######.

Float

- Select one or more cell
- Choose the command **Float**

Float means floating decimal point. All digits in front of the decimal point and as many decimal places behind the point as the width of the cell admits are shown. There will be a rounding to the number of decimal places that is presentable in the cell. If it is impossible to display all digits in front of the decimal point, the value will be shown in scientific format.

Fixed

- Select one or more cell
- Choose the command **Fixed**

Fixed means the display of a fixed number of decimal places. After choosing the command, a dialog appears where the number of decimals that are to be displayed can be entered. If the number of digits in front of the decimal point is greater than the width of the cell, ####### will appear instead of the value. If the number of calculated decimals is less than the number to be displayed, the missing places will be filled with zero decimals. When using the **Fixed** format, the decimal points can be adjusted exactly one beneath the other.

Currency

- Select one or more cell
- Choose the command **Currency**

The format **Currency** displays the numerical values with two decimal places in the respective currency.

Example:
$1,234.56

The number of decimal places can be changed (**Other formats...**).

Percent

- Select one or more cell
- Choose the command **Percent**

When choosing the **Percent** format, the numerical value of the cell is displayed as percent.
Example:
1.23
displayed as 123%
0.14 displayed as 14%
To change the number of decimal places see **Other formats....**

Scientific

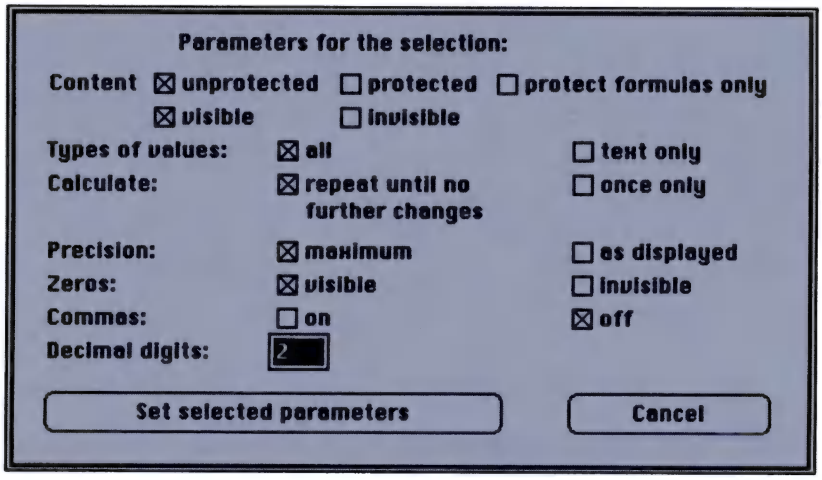
- Select one or more cell
- Choose the command **Scientific**

In the **Scientific** format, the value is displayed with one digit in front of the decimal point, with a selected number of decimals and an exponent to the base of 10. After the choosing the command, a dialog appears where the number of decimals that are to be displayed can be entered. If the cell isn't wide enough to display the number, it is filled by ####. If the exponent is too large, for example 3E4500, the entry is interpreted as text.
Example:
1.23E+02
means 1.23*10**2 and is equivalent to 123.

Other formats...

- Choose the command **Other formats...**
- Select the desired parameters
- Click **Set selected parameters**

After selecting a range of the spreadsheet and choosing the command **Other formats...**, a dialog appears where several parameters for the selected range can be set. Each time you choose this command, the current settings for the selected range are displayed. If parameters have been set differently for some cells of the selected range, the respective parameter will not be marked. Parameters which are checked off will be set for all cells of the selected range. For parameters which are not checked off, the previous values of the cells remain unchanged.



Each of the parameters are discussed in particular:

Protect Contents

Once cell entries are protected, they cannot be removed or deleted. The protection isn't effective, however, when the cell entries are removed by a Pasting operation. If you want to change the cells again, you have to reset the parameter for the respective cells by selecting **unprotected**. It is also possible to protect formulas only. In this case you can insert new values or delete old values without concern that the formulas will be replaced inadvertently. Protected formulas are not shown as such if the cell is selected.

Types of values

The automatic identification of the type of an entry can be switched off for individual cells by selecting **text only**. All entries are then interpreted as text. This is useful for the entry of data-base type article numbers which may include numbers but shall always be interpreted as text. When all types of values are admitted, the type of each entry is identified automatically.

Calculate

Usually the cells of a spreadsheet are recalculated until there is no more changes in cell values. This function can be switched off by setting the parameter on **once only**. When the value in the cells for which the parameter has been set is changing, there will be no recalculation. If other cells are also changing, however, the whole spreadsheet will be recalculated except for the marked cells. The accuracy of calculations can be limited to the displayed values. This is for example useful for calculations in currency format.

Precision

Calculated values can be rounded automatically to the displayed precision. This is useful for calculations with currencies.

Zeros

Regarding the format of numerical values, you can select whether zeros shall be visible or invisible. Values which become zero by rounding because of the format will always remain visible.

Commas

Regarding the format of numerical values, you can select whether the commas separating the thousands will be shown or hidden.

Decimal places

For numerical values in Fixed, Currency or Scientific format, you can also set the number of decimal places displayed.

Font

The **Font menu** offers all fonts that are available in the program. Within spreadsheets, you can use and mix fonts at your choice. The height of the rows within the spreadsheet depends on the cell in the respective row with the largest font size, even if this cell is blank.

Style

The **Style menu** offers different styles (like Bold, Underline etc.) and sizes. Subscript and Superscript are not available in the spreadsheet. Within the spreadsheets you can use and mix styles and sizes freely. The height of the rows within the spreadsheet depends on the cell in the respective row with the largest font size even if this cell is blank.

Mathematical Operators and Functions

Values in formulas can be combined by operators.
The following operators can be used:

+, -, *, /, MOD	Numeric operators
^ or **	For exponentiation
AND, OR, NOT	For combination of logical values
&	For contacting texts
=, <, >, <=, >=, <>	For comparison of numbers and texts (not regarding lower / upper case)
' or "	Delimiters for text

The meaning of the symbols in particular:

+	Adds numerical values or days to dates
-	Subtracts numerical values or dates or days from dates
*	Multiplies numerical values
/	Divides numerical values
MOD	Shows the remainder of a division. The result has always the sign of the divisor. Examples: 10 MOD 3 = 1 10 MOD -3 = -2 10.5 MOD 3.2 = 0.9
^ or **	Raises the numerical value in front of the symbol to the power of the numeric value following the symbol. For exponentiation two operators are admitted.
AND	Combines two logical values; the result is true when both values are true.
OR	Combines two logical values; the result is true when at least one of the values is true.

NOT	Negates a logical value; the result is true when the value is false
&	Contacts texts; the result is a text consisting of the text in front of the symbol and the text behind the symbol
=	For comparison of values; the result is true when both values are **equal**
<	For comparison of values; the result is true when the value in front of the symbol is **less** than the value behind the symbol.
>	For comparison of values; the result is true when the value in front of the symbol is **greater** than the value behind the symbol.
<=	For comparison of values; the result is true when the value in front of the symbol is **less than or equal to** the value behind the symbol
>=	For comparison of values; the result is true when the value in front of the symbol is **greater than or equal to** the value behind the symbol
<>	For comparison of values; the result is true when the value in front of the symbol is **unequal** (greater or less) to the value behind the symbol
" or '	Delimiters for entering texts in formulas (not a real operator).

All types of values can be compared to each other; though comparisons are only admitted between types of the same value. When trying to compare values of different types, the result will be the error value VALUE!

In comparisons of texts, upper and lower case are disregarded.

Rules of precedence

The evaluation of formulas is done from left to right with regard to the rules of precedence for the operators.
There is an order of precedence for expressions combined by operators:
NOT
^ or **
*, /, MOD, AND
+, -, OR
<, <=, >, >=, =, <>
Exponentiation is performed before multiplication and division, multiplication and division before addition and subtraction, NOT before AND, AND before OR and so on. Within each class or with equal operators, the formulas are evaluated from left to right. This order of precedence can be changed by putting single expressions in parentheses. Expressions in parentheses are always evaluated first, beginning with the innermost parentheses.
Examples:
2 + 3 * 4 = 14
(2 + 3) * 4 = 20

Operators in formulas must not be positioned anywhere than in front of the types of values that are permissible in each case, or between them. Otherwise the result will be the error value VALUE!

Functions

The following description refers to those functions which can be used in formulas. Mode of operation and special conditions for the parameter are described separately for each function.

Insertion of functions

- Insertion with the keyboard during the entry of the formula
  or
- Choose the command **Function List...** from the Edit menu
- Click on the desired title of the function
- Click on **Paste**

Functions are entered as part of the formulas using the keyboard. They can also be entered by choosing the command **Function List...** from the Edit menu , selecting the desired function from a list and clicking on **Paste**. When you know the initial letter of the desired function and type it, the list will automatically skip to the first function beginning with this letter. When typing the first two or three characters in quick succession, the list displays the desired function highlighted. This avoids having to use the scroll bars to look for the desired function.

Description of functions

Each function name is followed in parentheses by the parameter of the function. Functions can have one or more parameters which are separated from each other by semicolons (;).

Function (parameter 1; parameter 2 ...)

The following terms are used for the arguments:

Value:	Any value. Any expression can appear here.
Number:	A number, a reference to a cell whose value is a number, or an expression or a function whose result is a number.
Text:	A text (in quotation-marks), a reference to a cell whose value is a text, an expression or a function whose result is a text.
Date:	A date, a reference to a cell whose value is a date, or an expression or a function whose result has is a date
Range:	Reference to a range within the spreadsheet, e.g. R1C1:R4C5 or R1:4C1:5 or R1 etc.
List:	A list of arbitrary length comprising values, expressions or ranges, separated by semicolons. A list can even consist of only one element. From ranges only cells with numerical values are used. Blank cells **don't** have the value 0!

In some cases, terms are used for the arguments which completely describe the function of the arguments (e.g. **Interest**). These arguments will always be of the **Number** type.

Functions without arguments need not have parentheses.

In the following, the functions will be described in general categories. The description comprises financial functions, statistical and mathematical functions, trigonometric functions, text functions, date functions, constants as well as special functions. An abridged description of the functions in alphabetical order can be found in the appendix.

Financial functions

The financial functions comprise functions which are useful for calculations of financing projects or investment projects.

NPV (interest;list)

The **NPV**, often also called capital value, is the sum that is needed today to make the given number of payments at the given interest rate. The first payment is assumed to be made at the end of the first period and each subsequent payment at the end of the following periods.
The parameter **interest** means the interest in decimal notation (e.g. 4% reads 0.04) **List** means the list of payments.
The calculation is based on the following formula:

$$\text{Cash value(interest;list)} = \sum \frac{\text{List}_i}{(1 + \text{Interest})^i}$$

List_i means the i-th element of the list, i.e. the payment of the i-th period. The sign Σ means the sum over all elements of the list.

Annuity (interest; count)

The function **Annuity** is used for calculating the cash value of a constant annuity or for calculating the annuity equivalent to a cash value. An annuity is a number of payments whose amount remains the same in each period. The payments are assumed to be made at the end of each period. The following formula is used for the calculation:

$$\text{Annuity(interest;count)} = \frac{1 - (1 + \text{Interest})^{-\text{Count}}}{\text{Interest}}$$

The parameter **count** means the number of periods for which the calculation is performed. The cash value of an annuity is calculated with the following formula:

Cash value = Payment * Annuity(interest;count)

The annuity equivalent to a cash value is calculated as follows:

Equivalent Annuity = Cash value / Annuity(interest;count)

Compound (interest; count)

The function **Compound** compounds the interest for the given number of periods. Thereby the current value and the future value of payments at constant interest can be calculated.
The function is calculated on the following formula:

$$\text{Compound(interest;count)} = (1 + \text{interest})^{\text{count}}$$

The parameter **count** means the number of periods for which the interest is compounded.

Statistical functions:

The statistical functions enable the calculation of some often-required index numbers.

Sum(list)

The function **Sum** yields the sum of the numbers in the list.

Max(list)

Max yields the maximum of all numerical values in the list. The function yields NA! if there isn't any numerical value in the list.

Min(list)

Min yields the minimum of all numerical values in the list. The function yields NA! if there isn't any numerical value in the list.

SqrSum(list)

SqrSum is the sum of squares of the numbers in the list. The following formula is used for the calculation:

SqrSum(list) = sum(list[i]**2)

List[i] means the i-th element of the list.

Average(list)

The function **Average** calculates the arithmetical average of the numbers in the list. The following formula is used for the calculation:

Average(list) = Sum(list)/Count(list)

If the list contains a range of the spreadsheet, only the number of the listed numerical values will be used for the calculation. Blank cells **don't** count here!

StDev(list)

StDev calculates the standard deviation of a list of numbers.
The following formula is used:

$$\text{StDev(list)} = \sqrt{\frac{\sum x^2 - \frac{(\sum x)^2}{n}}{n-1}}$$

The sign Σ means the sum over all elements in the list.

Mathematical functions:

A number of mathematical functions is available to meet the need for the all-important mathematical functions so often required.

Abs(number)

The function **Abs** yields the absolute value of a number.

Sign(number)

The function **Sign** yields a number that represents the sign of the numerical value.
If the value is positive, the function yields 1.
If the value is = 0, the function yields 0.
If the value is negative, the function yields -1.

Sqrt(number)

The function **Sqrt** yields the square root of the number. If the number is negative, the result will be the error value NUM!

Int(number)

The function **Int** yields the greatest integer number which is less than or equal to the numerical value given as parameter
Examples:

Integer(4)	yields 4
Integer(6.8)	yields 6
Integer(-2.4)	yields -3

Round (number;digits)

The result of the function **Round** is the number given as first parameter rounded to the number of digits given as second parameter.
If the **digit** is greater than 0, the number is rounded to the given number of decimal places.
Example:
Round(6.12345;2) yields 6.12
If the **digit** is zero, the number is rounded to an integer.
If the **digit** is less than 0, the number is rounded within its integer portion.
Example:
Round(4351.98;-2) yields 4400
If the digit that is to be rounded is .5, the number will be rounded to the next higher digit.

Exp(number)

The function **Exp** yields e raised to the power of the **number**. e is the base of the natural logarithm, 2.7182...

Exp1(number)

The function **Exp1** yields Exp(number)-1. The use of this function yields greater accuracy for small numbers than the straightforward computation of Exp(number)-1 by exponentiation and subtraction.

Ln(number)

Ln yields the natural logarithm (logarithm base e) of the **number**.
If the **number** is zero, the result will be the error value DIV/0! If the **number** is negative, the result will be the error value NUM!

Ln1(number)

Ln1 yields Ln(1 + number). The use of this function yields greater accuracy for small numbers (e.g. interest rate) than the straightforward computation of Ln(1 + number). **Number** must be greater than -1.

Log10(number)

Log10 calculates the logarithm of the number to the base of 10. If the **number** is zero, the result will be the error value DIV/0! If the **number** is negative, the result will be the error value NUM!

Trigonometric functions

All trigonometric functions are displayedin radians. The radian of an angle is calculated as follows:
(Degree + minutes/60 + seconds/3600)*π/180
π(Pi) is 3.14159265358979324
The number π is yielded by the function **Pi**.

Sin(number)

Sin computes the sine of the angle in radians.

Arcsin(number)

Arcsin computes the arc sine of the angle in radians. The result is between -π/2 and +π/2.
If **number** is not between 1 and -1, the result will be the error value NUM!

Cos(number)

Cos computes the cosine of the angle in radians.

Arccos(number)

Arccos computes the arc cosine of the angle in radians. The result is between 0 and π. If **number** is not between 1 and -1, the result will be the error value NUM!

Tan(number)

Tan computes the tangent of the angle in radians.

Arctan(number)

Arctan computes the arc tangent of the angle in radians. The result is between -π/2 and +π/2.

Pi (without parameter)

Yields the number π (Pi) = 3.14159265358979324

String Manipulation functions:

The text functions are used for editing cells which contain texts and for converting numbers to texts and vice versa.

Length(text)

The result of the function **Length** is the length of the text, i.e. the number of characters.

Mid (text; first;count)

The function **Mid** yields a text which is part of the given text. The parameter **first** indicates the position of the character where the section starts from.

Count indicates the number of characters in the section.
Example:
Mid("Text functions";5;8) yields "function"
If **first** is less than or equal to 0 or **count** is less than 0, the result will be the error value RANGE!

Repeat (text;count)

The result of the function **Repeat** is a text which consists of a **count** of repetitions of the given text. If **count** is less than 0, the result will be the error value RANGE! Decimal places are ignored.

Text (number;digits)

The function **Text** converts the given value with the number of decimal places given as **digits** to a text, if this value is numerical. There is a minus sign before negative values.

Currency (number)

Currency converts **number** to a text with currency symbol ($). Commas are inserted between the thousands here and two decimal places are displayed.

Text(date)

If the given value for the function **Text** is a date, the date is converted to text.

Value(text)

The function **Value** works similar to the automatic type determination when entering data. It interprets text as a number or a date and delivers this number or date if it has been successful. If the text contains not only a number or a date but also other characters, the result will be the error value VALUE!
This can be avoided by first separating the numbers from the text with the function **Mid**.

When interpreting the text the function **Value** follows the same rules as being described before in the section about possible cell entries (text, numbers, date etc.).
For example:

Value("-2.34E2")	yields -234
Value("1/1/86")	yields 1/1/1986

Date functions

The date functions allow calculations with dates and changes of date values. All dates must be between the 1/1/1904 and the 12/31/2039. When exceeding this range in the calculations, the result will be the error value DATE!

AddYear (date;years)

AddYear adds the given number of **years** to the given date. If the result is the 2/29 in a year that is not a leap-year, the function yields the 2/28. **Years** can also be represented in negative numbers if desired.

AddMonth (date;months)

AddMonth adds the given number of months to the given date. If the given day doesn't exist in the following month, the function will yield the next existing day before the given day. **Month** can also be negative or greater than 12.

Example:
AddMonth(1/31/1986;1) yields 2/28/1986

DYear(date) DMonth(date) DDay(date)

When the functions are used with one parameter only,
DYear extracts the year number from the given date,
DMonth extracts the month number from the given date,
DDay extracts the day number from the given date.

DYear (date1;date2)

When the functions are used with two parameters,
DYear yields the difference of year numbers between the two dates.

DMonth (date1;date2)

DMonth yields the difference of month numbers between the two dates.

DDay (date1;date2)

DDay yields the number of days lying between the dates. This is the same result as if calculating **date1 - date2.**

DDays30 (date1;date2)

DDays30 also yields the number of days between the dates. In this case, however, the months are counted with 30 days (interest account).

Today

The function **Today** yields today's date (system date).

SetYear (date;year)

SetMonth (date;month)

The result of **SetYear** is a date value that contains the day and month of the given date as well as the given year number.
The result of **SetMonth** is a date value that contains the day and year of the given date as well as the given month. If the given day doesn't exist in the new year or month, the next existing day before the given day will be shown.

SetDay(date;day)

The result of **SetDay** is a date value that contains the month and year of the given date as well as the given day.
For example:

SetYear(5/5/84;86)	yields 5/5/86
SetMonth(3/31/86;4)	yields 4/30/86

Constants:

Some required constants are described in the following:

Pi

The number π (Pi) yields the approximated value of the mathematical constant: 3.14159265358979324 (see also Trigonometric functions)

True
False

True yields the logical value "true".
False yields the logical value "false".
Both logical constants can be used for example as entry for testing complicated logical conditions. If a logical value is used in numerical calculations, "true" corresponds to the number 1 and "false" to the number 0.

NA

The function **NA** yields the error value NA! This value can be used for marking values that haven't been entered yet.

Lookup functions:

Index (range; index1; index2)

The function **Index** yields the value of a cell in the range **Range** whose position is determined by **Index1** and **Index2**.
Index1 indicates the row number of the cell in the given range.
Index2 indicates the column title of the cell in the given range.
Range is a cell range. The counting of the rows and columns in the range begins with 1.
Index2 can also be omitted. The access to **Range** is achieved in the same way then as in the function **Lookup** (see below).
If **Index1** is greater than the number of rows (or the number of cells if **Index2** is omitted) of **Range** or **Index2** greater than the number of columns of **Range**, the result is the error value REF! This error value also results when **Index1** or **Index2** is less than or equal to 0.

Lookup(value; range1; range2)

Lookup looks for the given **Value** in **Range1** and yields the value with the same index from **Range2**. **Range1** is searched column by column, if it has more rows than columns. Otherwise the lookup is performed row by row.
If **Value** is a number or a date, **Range1** must encompass only numbers or dates in ascending order. If **Value** is less than the first number or date in **Range1**, the result will be the error value NA! (not available).
If **Value** lies between two numbers in **Range1**, the smaller number will be used. If **Value** is greater than the last number in **Range1**, this number will be used.
If the value looked for is a text, an assortment is not necessary. Upper and lower case are disregarded in the comparison. If there cannot be found an exact correspondence, the function will yield the error value NA! (not available).
The position (index) of the value found in the described search order is used for retrieving the function value from **Range2**. **Range2** can then have an order completely different from **Range1** and may comprise arbitrary values.
If **Range2** is not given, **Range1** is shifted to the right by its width when it has more rows than columns. Otherwise it is shifted down by its height. The result of the function is then retrieved from the shifted range.

Special functions:

Row

Row yields the row of the formula where the function is.

Column

Column yields the column of the formula where the function is.

Page

Page yields the page number of the document page where the spreadsheet is.

Frame

Frame yields the number of the spreadsheet frame.

IsErr(value)

IsErr yields the logical value "True", if the given value is an error value (see below). Otherwise the function yields the value "False".

IsNA(value)

IsNA yields the logical value "True", if the given value is the error value NA! (not available). Otherwise the function yields the value "False".

If (boolean;value1; value2)

The result of the function **If** is **Value1**, if the evaluation of the logical expression **Boolean** yields the value "True". If **Boolean** yields "False", the result of the function is **Value2**. **Boolean** must be a logical value. If a number is used here, 0 will be interpreted as "False" and any other value as "True". **Value1** and **Value2** can also be arbitrary values.

Error values

An error value is indicated when an error arises on calculating a formula. Such error values are reproducing, i.e. an error value in one cell leads to error values in all cells that refer to this field.

The following error values are possible:

RANGE!	A parameter of a function lies beyond the permitted range, e.g. indices in texts that are greater than 247.
DATE!	A date function leads to a date before the 1/1/1904 or after the 12/31/2039
DIV/0	Given when trying to divide by zero. This error value is also used when trying to calculate Ln(0) and in some similar cases.
NA!	A value is not available, e.g. because the value searched for by the lookup function could not be found
NUM!	Run-over or illegal application of a numerical function, e.g. Root(-1)
REF!	Indication of a position beyond the spreadsheet or in a deleted range
VALUE!	Use of a wrong type of value, for example text instead of a number .

2nd Formula

For each cell a second formula can be entered. This formula has a control function for the evaluation of the main formula. It offers far-reaching possibilities of controlling the work of the spreadsheet.
The insertion of a 2nd formula has two effects:

- The main formula is only evaluated when the result of the 2nd formula yields the value "true". Otherwise the previous value of the cell remains unchanged. The 2nd formula must always yield a logical value.
  For example: **B3<C4**.

- The 2nd formula becomes really powerful by its second effect: A value can be entered in a cell with a 2nd formula without replacing the formulas! The 2nd formula determines for the next recalculation whether this value will remain or whether it will be replaced by a calculated value.

Thus, the 2nd formula can be used as a logic tool. Some examples are:

– Automatic replacement of an entered value (e.g. marks 1, 2, 3...) by another value (e.g. marks very good, good...) by using the **Lookup** function and a 2nd formula which determines if there already is the right value in the cell.

– Alternative entry or calculation of values

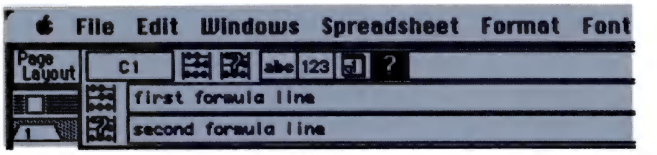
– Stop the recalculation after reaching a certain condition

– Delete an entry cell after registering the entry

Insertion of a 2nd formula

- Select a cell
- Click the question mark abacus
- Type in the second formula

A second formula can be entered after selecting the cell and clicking the question mark abacus. Below the first formula line or below the spreadsheet bar (if a first formula doesn't exist), a second formula line will appear in which the question mark abacus is displayed. The second formula can be inserted here.



The second formula must yield a logical value. This value determines whether the main formula is evaluated in recalculating the spreadsheet. If the value is " true", the first formula will be evaluated. If the value of the second formula is "false", the value of the cell will be preserved. It is possible to enter values in cells that contain a second formula without replacing or deleting the formulas.

Deleting the values, leaving formulas in place

For deleting the values in cells containing the 2nd formula (e.g. after test entries), we recommend to protect the formulas first with the command **Further Options...** from the Format menu (choose "Protect formulas only"). The cells whose values are to be deleted can then be selected. When choosing the command **Clear** from the Edit menu or pressing the Backspace key, only the values and not the formulas will be deleted. In addition the protected formulas will no longer be displayed which saves a lot of time.

Pictures

RAGTIME allows you to insert pictures in your documents. These pictures can be created with MacPaint, MacDraw (if saved in PICT format), and other programs that allow the creation of pictures. Additional formats can be pasted in the desired frame by means of the clipboard. Moreover it is possible to insert pictures from the clipboard after having filed them there.
Files, saved in the MacPaint or PICT format, can be opened directly from within RAGTIME. Various programs like MacDraw, MacDraft and others allow their documents to be saved as a PICT formatted file.

To work on pictures you must draw a frame and then select the frame type picture from the Frame menu. Refer to the Page layout section concerning how to create a picture type frame.

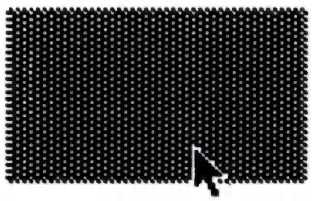
• Click in a picture-frame

The Picture option is selected by clicking in a picture-frame. The following will then appear:

Insert a picture in your document

To insert a picture into a frame:

1. First, draw a frame. If you have no picture frame created, then refer to the Page layout section and draw a new frame, or convert an existing frame into a picture frame. Like all other frames, frames which contain pictures can be nested in other frames. All functions for the editing of frames are available (see above Section 7.2: Page Layout).



2. Make the picture frame gray inside by mouseclicking **inside** this frame. The contents of the frame will be appear in a gray pattern to indicate the state of selection.

   The picture can also be opened directly from MacPaint or PICT format files. The picture can also be copied from the album or the clipboard by means of the commands in the Edit menu.

Menus

The following description refers only to the Edit and Picture menu in the Picture option. The function of the other menus remains unchanged. (See description in Section 7.1: General).

Edit

With the items of the Edit menu, pictures can be inserted for example from the scrapbook into a document or be exchanged between different picture frames.

Cut
Copy

- Select picture
- Choose the command **Cut** or **Copy**

With the **Cut** or **Copy** commands, the selected picture is cut or copied and saved on the clipboard. Only one picture frame may be selected at a time when using these commands.

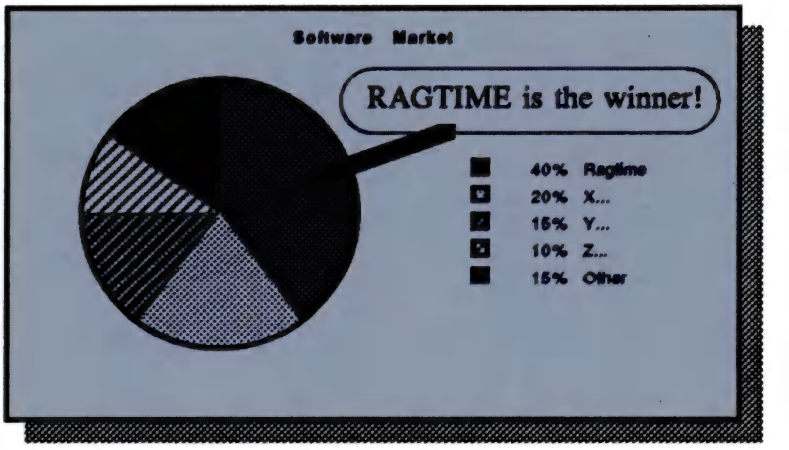
Paste

- Select the contents of one or more picture frames
- Choose the command **Paste**

With **Paste**, a picture saved on the clipboard can be pasted in one or more frames. If multiple frames are selected, the picture will be pasted in all frames.

Only one picture can be pasted in a picture frame. If the picture contains text, the text must be previously inserted in the picture by the respective graphic program, or a small text frame. The text frame would be nested in a part of the picture.

The example below shows a picture frame with a round corner text frame on top. The line was drawn after a the picture was inserted in RAGTIME.



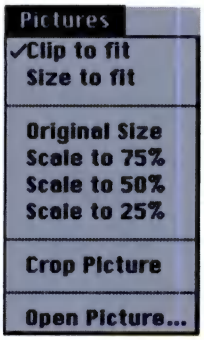
Clear

- Click inside the picture to make it gray
  then
- Choose the command **Clear**
  or
- Press Backspace key

With the command **Clear** one or more previously selected pictures can be deleted. First, click inside the picture to make it gray. Then select Clear or press the Backspace key. You can also delete several pictures at the same time. The command can be reversed if you select **Undo** immediately after the deletion. If another action has been carried out in the meantime, the deletion is irrevocable.

Pictures Menu

The **Picture menu** offers commands to change the way pictures are displayed in picture-frames.



When a picture is inserted in a frame, there are two possibilities of displaying it:

- Clip the picture to fit the frame size, thus leaving the overlapping portions of the frame undisplayed.

- Modify the picture size to fit the frame size

Clip to fit

- Select one or more pictures
- Choose the command **Clip to fit**

With the **Clip to fit** command, only a section of the picture will be visible in the frame. The picture is displayed in its original size. Using the hand (see below) the picture can be moved within the frame in order to view the desired section. If the size of the frame is modified, the section of the picture visible on the screen gets larger or smaller.

Hand icon

When a picture is selected and is displayed as clip to fit, you can select the hand (see left) to move the picture within the frame and choose the desired portion to remain visible. Click inside the hand icon. YOU CANNOT DRAG THE ICON. Release the mouse button. Then move the cursor back into the picture frame.
The cursor will be transformed into the shape of a hand. Press the mouse button as you move the mouse. The picture will move with the hand. Release the mouse button from time to time to let the picture update its display.

Click inside the arrow icon to get rid of the hand when you have finished your positioning.

Size to fit

- Select one or more pictures
- Choose the command **Size to fit**

The **Size to fit** command will change the size of the picture so that the picture always fits the size of the frame. This command will change the proportions at the same time. Patterns often have another appearance in scaled pictures. If the size of the frame is changed, the pictures are adjusted automatically to the new frame size.

Crop Picture

- Select one or more pictures
- Choose the command **Crop Picture**

Cropping a picture is available for Clip to fit formatted pictures only, and will remove those parts of the picture that are no longer visible and needed. A picture which is inserted in a picture-frame is always saved internally in its full size, even if only a section of it is displayed. Since this can occupy a large amount of memory capacity, it is possible to throw away those sections of the picture which are not displayed using the command **Crop Picture**. After cropping, however, the discarded sections of the picture are not retrievable. After cropping a picture, the new actual size of the picture becomes the "original" size.

Original Size

- Select one or more pictures
- Choose the command **Original Size**

With the command **Original Size,** a picture is displayed in its original size; that is, in the same size in which it was created or cropped. The size of the frame is changed accordingly provided that the frame will not overlap other frames.

Scaling at 75% 50% 25%

- Select one or more pictures
- Choose the desired scale

When selecting 75,50, or 25%, the picture is displayed in the given scale. The percentage refers to the size of the original picture. The frame is adjusted accordingly. If the size of the frames is subsequently changed, the picture is automatically adjusted to the frame size once more.

Use these scale factors for best results on printout when using bit-mapped pictures such as MacPaint. On the LaserWriter these scales will provide a distortion-free image even on repeating patterns as gray in bitmap graphics. This is due to the 1/4 ratio of Macintosh picture points to LaserWriter points.
The following occurs when a bitmap graphic is printed: as the resolution of the Macintosh is 72 points per inch and the resolution of the LaserWriter is 300 points per inch, the ratio of 72/300 is 1/4.166. For this reason the Apple printing software for the LaserWriter compresses the bitmap by a factor of 96% to achieve the exact ratio of 1/4 points before printout. If you scaled your picture down inside RAGTIME to 75%, 50% or 25%, you will come to the point ratios of 1/3, 1/2 or 1/1 accordingly. These exact ratios provide best results for quality printing of bitmap pictures.

For object-oriented pictures, such as MacDraw pictures or the majority of other pictures created by business graphics programs, these statements above do not apply since those pictures will be scaled and printed at any scaling factor with high quality results.

See also Section 7.7 on Printing.

Open Picture

- Select the contents of one or more picture frames
- Choose the command **Open Picture**
- Select and load the desired picture

RAGTIME can directly read pictures which were created with other graphic programs like MacPaint, MacDraw, etc., and saved in MacPaint or PICT format. To achieve this, the contents of one or more picture-frames has first to be selected. After choosing the command **Open Picture** then, a window will appear listing all documents in MacPaint or PICT format that are available on the disk. The desired picture can be selected and opened.

Forms

RAGTIME provides the ability to create forms. A form is a prepared layout for a document, used later as basis for new pages in the actual creation of the document. There are two different kinds of forms:

One type is the standard documents which are frequently used, e.g. proposals, standard letters, etc. These documents always have the same structural form. The layout of text frames and other frames is always the same. In this case, it is worth creating a prepared document that contains the common parts, e.g. sender, standard clauses etc. so that this need not be inserted each time the form is used. In this way, only the variations must be inserted.

There are also forms for which there already exist schedules, e.g. transfer checks, tax returns, etc. When printing into these forms, only the data need be inserted. Here the forms must be displayed on the screen in such a way that the inserted data appears at the right place in the preprinted papers.

Generate Form

- Choose the command **Generate Form**

When you wish to use a document as a form, it can be defined by choosing the command **Generate Form**. In this way the document becomes a form. The word "form" is displayed in the title bar of the document. Forms can also have several pages with different layouts each of which can be edited further. When the form is saved, a new file type is established. It is displayed as a new icon in the finder, i.e. as a form pad.

Use a Form

- Choose the command **Open** from the File menu
- Select and open a form

  or from the finder:
- Select the icon of a form
- Choose the command **Open** from the File menu

  or
- Double-click on the icon of a form

If you want to create a new document on the basis of a predefined form, you can choose the command **Open** in RAGTIME. A window appears which shows all existing documents and forms. When a form is selected from this window and opened, a document is opened that contains a copy of the first page of the form along with the date.

This can also be achieved through the finder by selecting and opening the icon of a form or by double-clicking on the icon of a form.
The document that has been opened can be edited as usual. Before being saved, the document must be given a title. The form will remain available for further use and the current document will be saved as a file.

Adding form pages to a document

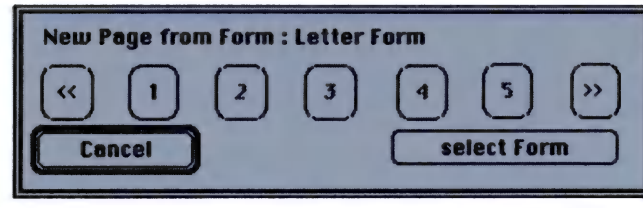
To add form-page at the end of the document:
- Make sure that no pagegap is selected
- Choose the command **Add Form Page** from the Edit menu
- Select and open the desired form if necessary
- Select the desired form page

Insert form pages into a document

To insert form page between two pages of the document:
- Select the pagegap between the pages where an insertion is intended
- Choose the command **Insert Form Page** from the Edit menu
- Select and open the desired form if necessary
- Select the desired form page

Form pages can be inserted in or added to current documents. It is even possible to combine pages of different forms. To add a form page to a document, you simply choose the command **Add Form Page** from the Edit menu. If you want to insert a form page between two existing pages of the document, you must first select the pagegap between those pages where the insertion of the new page is intended. Then you choose the command from the Edit menu, **Insert Form Page.**

NOTE: If the document has already been created on the basis of a form or if a form page was added or inserted before, a dialog will appear after choosing the respective command, offering the selection of an additional form page for the form already used before. If you want to insert or add a page of another document, you can open a window listing all forms available with the item **Select Form.** In this window you can select and open the desired form and then select the desired page of the form.



If the document was created without a form, immediately after choosing the command, a dialog listing the available forms will appear. Here you can select and open the desired form and then select the desired page of the form.

Modify Form

- Choose the command **Modify Form**
- Select and open the desired form

If you want to change a form that you have previously created and saved, you must choose the command **Modify Form**. After choosing this command, a dialog appears showing all existing forms. When selecting and opening the desired form, the form can be changed. When the form is saved, all changes are also saved. Now the modified form is available for any other documents where it might be needed

Pre-set defaults

The forms can contain frames, text, spreadsheets and pictures. If you wish, you can set the defaults for the format of new or empty frames. For text frames, for example, you can set the desired line spacing, font and style as default by clicking once in the blank frame and selecting the desired parameters from the menus. These default values are saved together with the form. When you use the form, you can make entries directly in the selected format without having to reset the format each time.

Additional hints on printing

In addition to the section 6.4 in the user's guide on printing here are some further hints concerning the printing capabilities of RAGTIME.

Hairlines

When printing on the LaserWriter, you can use hairlines for the border width or as line width of your frames. The printing of hairlines is available only for LaserWriter driver version 3.1 and future releases. Hairlines will have a width of 1/300 inch or one pixel of the LaserWriter resolution. Normal lines will have a width of four laser pixels or 4/300 inch. When printing on the ImageWriter, hairlines will print as normal lines (1/72 inch).

Printing from the finder

If you want to print one or more RAGTIME documents, you can use the Print command while still in the finder. Select the RAGTIME documents to be printed and choose the Print command. RAGTIME will be started from the finder and will print all selected documents, using the print parameters that were saved with the specific documents.

Print quality of bitmap pictures

To get pictures in a very good quality when printing on the LaserWriter, you should scale your pictures in the document to one of the scales 25%, 50%, 75% or to original size. The LaserWriter prints bitmap pictures with a reduction of 96%. Thus one pixel on the screen corresponds to exactly four pixels on the paper. With a scale of 75%, one screen pixel of the original picture corresponds to three pixels on the paper. Accordingly, one screen pixel corresponds to two pixels on the paper with a scale of 50% and to one pixel on the paper with a scale of 25%. These reductions will not cause any rounding deficiencies as the pixels on the screen correspond to a whole number of pixels on the paper. Therefore the prints have an extremely good quality. (When scaling down pictures manually by shrinking the frame size, you could get some rounding deficiencies.

Glossary

Abacus An abacus is a wooden frame with beads strung on wires, used for doing arithmetic. RAGTIME uses the abacus on the icon for inserting a formula into a spreadsheet cell.

Absolute Reference A spreadsheet cell reference which does not change when moved or copied to a new location. With the A1 notation, the $ symbol is used to indicate an absolute reference.

Activate To activate a frame is to click on its border so that the handles are showing. An activated frame can be moved, re-sized, deleted, given new border thicknesses or pattern, or assigned a new frame type.

Alignment There are four choices for lining text up with the margins of a frame: left, right, center, or justified.

Aspect Ratio Correct aspect ratio is a graphics picture in its true proportions. RAGTIME provides a method for you to re-size a picture proportionally so that the aspect ratio is maintained.

Bit-map A graphics image with a certain number of dots per inch. MacPaint documents are bit-map graphics.

Caret A blinking vertical bar that marks a place in the text. Text can be typed or pasted at the caret.

Cell A location (such as A1) within a spreadsheet. A cell may contain text, numbers, or a formula. Arranged in rows and columns , the cells can be re-sized in height or width. A spreadsheet cell is located by its row and column coordinates (abbreviated R/C). Example: A4 (column A, row 4).

Clipboard A holding place set aside by the Macintosh where text, graphics, or pictures are stored. Anything on the clipboard is only saved temporarily until another cut or copy is performed.

Close The close command ends a current editing session on a document or form.

Column The vertical reference for a spreadsheet cell. Most often, columns are referred to by their letters (A1 notation), but they can also be referred to in R1C1 notation.

Crop picture To crop means to cut or trim the excess off the edges of a picture. The Crop picture command is used to save space in a document.

Cursor A cursor is a pointer on the screen that moves anytime you move the mouse. When using RAGTIME, the shape of the pointer will change according to the option being used or activity performed: arrow , I-beam , cross, spreadsheet cursor, or hand.

Default The normal value. A default setting is one that is normally assigned to a document when it is created. "Don't print border" is an example of a default setting. Default settings can be changed and saved with the document.

Desktop The area beneath the option where a window is opened on a document. When no document is open, the desktop appears gray.

Drag The ability to re-position a frame in a new location by placing the arrow on the frame edge, pressing down on the mouse button, moving the mouse, and then releasing the mouse button.

Fillpattern A stylistic feature in spreadsheets that allows you to fill an entire cell, row or column with the same character.

Font A name for a specific type of printed character. Each font has a specific form and seriph.

Form A form is a a specific document design that is saved for frequent use. These forms can be of any length or complexity.

Frame A frame is a square or rectangle drawn with the aid of the mouse and may contain text, spreadsheet, or graphics.

Formula A spreadsheet cell may hold a formula that remains "hidden" or behind the actual result shown in the cell. A formula may hold mathematical expressions, functions, or references to values or formulas in other cells.

Grid RAGTIME uses the term grid in two areas: page layout and spreadsheet. In Page layout, grid refers to the optional background squares used for positioning frames. In spreadsheet, the grid is the crosshatch of vertical and horizontal lines that makes up the cells.

APPENDIXES

Contents

8.1 Glossary

8.2 User Shortcuts

Hand The hand allows you to move a picture around within a frame in the Clip to fit command.

Handle When a frame is activated, a series of "handles" appear. These handles can be used for creating, re-sizing, or measuring the current dimensions of a frame.

Import/Export Text RAGTIME permits you to import text to and export text from other programs. When importing, the information will be brought in as text only format with no previous formatting or type specifications.

Icon An icon is a symbol representing a message or action. RAGTIME uses icons that, once clicked, can be removed from the option and placed on a page either to perform some action or insert some information.

Justify Text that aligns straight with the margins on both left and right sides is said to be "justified."

Layout The arrangement of frames, text, spreadsheet and graphics on a page.

Leading The vertical spacing measured in points between the baselines of two lines of text.

Line spacing RAGTIME allows you to select between 1, 1 1/2, and 2 line spaces per line of text.

Mouse X, Mouse Y Each frame has an x (page length) and y (page width) coordinate. The mouse x is the distance from the side of the page to the frame handle. Mouse y is the distance between the top of the page to the frame handle.

Option A option consists of pull down menus and icons. RAGTIME has four options: Page layout, Text, Picture and Spreadsheet.

Page gap The space between pages. When highlighted, the page gap allows you to insert pages.

Pica An inch contains six picas. There are twelve points in a pica.

PICT RAGTIME can read PICT formatted documents using the Open picture command. MacDraw allows you to save documents in PICT format.

Pipeline A pipeline connects one text frame with another so that the text flows continuously from one to the next. A pipeline cannot be used between graphics or spreadsheet frames.

Points A point is a unit of measure that describes the height of a character in a font, as well as the height of a line from the top of one line to the top of the next.

Printable area A printer cannot access every part of the paper. The printable area is that portion that the printer can access.

Protect/Unprotect The contents of frames and spreadsheet cells are either unprotected or protected. Unprotected means that the contents can be changed. Protected means that the contents are frozen and unalterable, thus free from accidental deletion or change.

RC In spreadsheets, the letter "R" stands for row, and the letter "C" stands for column.

Row The horizontal reference for a spreadsheet cell. A spreadsheet row is a number between 1 and 253.

Relative reference A spreadsheet cell reference which changes according to the spreadsheet coordinates when moved or copied to a new location. When the A1 notation is used, no $ symbol is present. See also: Absolute Reference.

Ruler All text frames have a ruler measuring device at the top of the page. Ruler scales include: inches, centimeters, points, 10 pica and 12 pica.
Individual rulers can also be inserted into the text for formatting purposes. A ruler is not printed.

Scrapbook Desk accessory for the Macintosh that allows you to store often-used text or graphics. Items in the scrapbook can be copied to the clipboard and then pasted into a RAGTIME document.

Shift-click The shift-click technique is used to activate more than one frame (or page) at a time in order to move the frames. To use the shift-click, press down on the shift key as you click the mouse.

Split windows RAGTIME allows you to split windows up to and including nine separate panes. Split windows have no effect on printing.

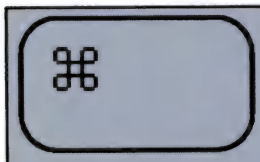
Spreadsheet A frame containing cells arranged in rows and columns. A spreadsheet frame can be used to display text or perform finanical or scientific calculations.

Style A style enhances a font with special features such as underlining, bold, shadow, and others.

Undo A command from the Edit menu that lets you reverse the last action taken.

Wordwrap The automatic wrapping of text onto the next line when reaching the right margin.

User Shortcuts



Command Key

To use these shortcuts, press down on the command key, hold it down, and then press the corresponding letter.

General

File menu

Command-N	New
Command-O	Open...
Command-S	Save
Command-Q	Quit

Edit menu

Command-Z	Undo
Command-X	Cut
Command-C	Copy
Command-V	Paste
Command-E	Add blank Page
Command-F	Add Form Page...

Windows menu

Command-R	Repeat Search

Page Layout

Edit menu

Command-D	Duplicate
Command-A	Select All

Other

option-click in pagegap:	Activates all frames and rules on the page.
option-click on frame border	Activates frame and all frames
command-mousedown:	Select last tool again

Wordprocessing

Edit menu

Command-A	Select all Text

Style menu

Command-P	Plain
Command-B	Bold
Command-I	Italic
Command-U	Underline

Other

double click	select word(s)
triple click	select line(s)

Spreadsheet

Edit menu

Command-T	Transform Reference
Command-A	Select Entire Sheet

Spreadsheet menu

Command-=	Calculate All

Style menu

Command-P	Plain
Command-B	Bold
Command-I	Italic
Command-U	Underline

Other

option-click in a cell while entering a formula:	Ends the formula editing and selects the cell instead of entering a reference.

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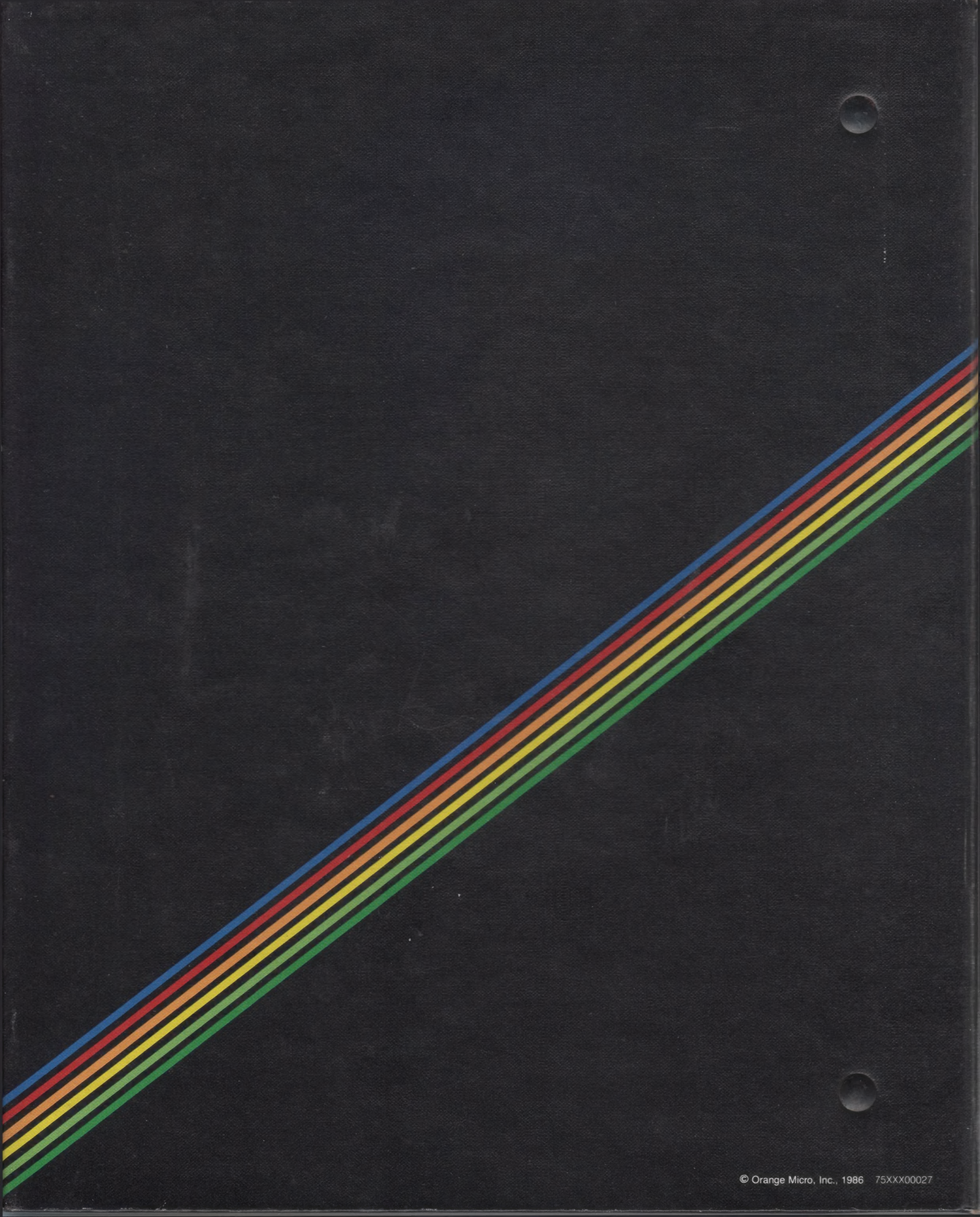

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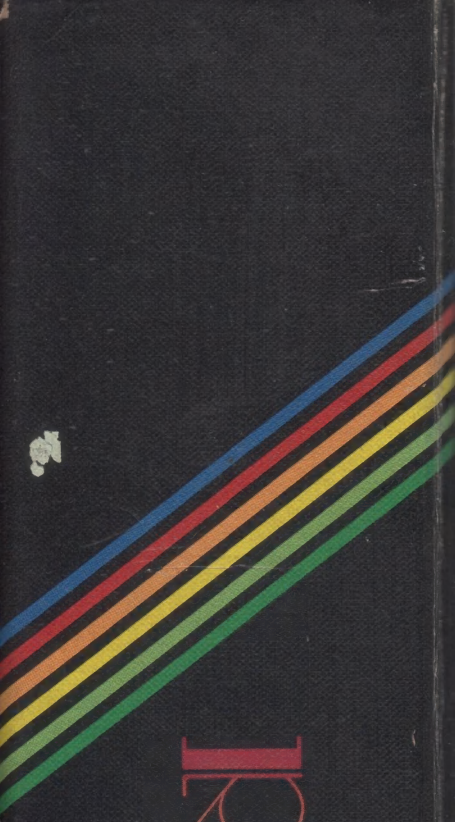

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